MONTREAT COLLEGE

SCHOOL OF PROFESSIONAL AND ADULT STUDIES

2001 - 2002

GRADUATE AND UNDERGRADUATE BULLETIN

378.756
M769cs
2001-02

Published by the Office of Public Information, Montreat College, Montreat, NC 28757. The Bulletin of Montreat College School of Professional and Adult Studies is available on request from the Dean of Adult Studies Office by calling 828-667-5044, ext. 307.

The Montreat College Catalog is available on request from the Office of Admissions by calling 828-669-8012, ext. 3781 or by email (admissions@montreat.edu).

Copyright © 2001 Montreat College

This bulletin is a description and official register of Montreat College and should be considered a working agreement between a student and the college. A student is responsible for being fully aware of and fulfilling all regulations and conditions contained or referred to herein or as such regulations and conditions may hereafter be amended by the college if and when it deems necessary. Plans of study, course titles, fees, expenses, and other matters described herein are subject to change at the discretion of the college.

Note: Course and degree offerings may differ by site. (Some off-site locations may offer the BBA degree only.)

Keep this bulletin for the duration of the program. Updates will be issued each year. Students are responsible for the bulletin requirements in effect when they begin the program.

Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrative programs. It does not discriminate in admission or access to its programs and activities on the basis of handicap as defined by Section 504 of the Rehabilitation Act of 1973.

SCHOOL OF PROFESSIONAL AND ADULT STUDIES
2001-2002 BULLETIN

CONTENTS

The College 3
Admission
Undergraduate Programs 10
Graduate Program 12
Financial Information 20
General Student Information 30
Academic Programs 34
Degree Requirements 38
Academic Policies 43
Learning Resources/Technology Services 60
Course Descriptions 80
Boards 91
Administration and Faculty 95
Index 106
Directory ..... inside back cover

2001

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2002

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
						1
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2003

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

THE COLLEGE

Montreat College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone number 404-679-4501) to award the associate's degree, the bachelor's degree, and the master's degree.

MISSION

Montreat College is a Christian liberal arts educational institution committed to the integration of faith and learning. Through our focus on faith, we seek to glorify Jesus Christ, to reflect His image, to serve His Church, and to encourage faith development in students. Through our focus on learning, we seek to educate the mind and challenge the spirit, to discern truth, to communicate effectively, and to become agents of renewal and reconciliation in the world. Through faith and learning we seek to encourage students to discover the call of God in every sphere of life.

FOUNDATIONS

We believe humanity is God's creation in His own image, and therefore persons are thinking, relational, moral, and spiritual beings of dignity and worth. We seek to serve students in all these dimensions. Our aim is to challenge students to become the complete people a loving God intends them to be and to live in vital relationship with Him. Therefore, we seek to be a faith community as well as an academic community. We see our educational mission as an extension of the great ends of the Church and seek to graduate students who are committed to Christian servant-leadership in the world, promoting personal and social righteousness by God's grace and to His glory.

As a Christian college in the Presbyterian tradition, we are guided in our pursuit of academic excellence by the framework of Reformed beliefs. We confess the living God as the ultimate foundation of our faith and the source of all truth. We believe God is revealed perfectly in Jesus Christ. We affirm our Lord and Savior, Jesus Christ as the center of history, restoring purpose, order, and value to the whole of life. We believe Jesus Christ to be the focus and culmination of scripture and that God's written Word is inspired, authoritative and, rightly interpreted by the Holy Spirit, is our infallible rule for faith, conduct, and worship. We study and address a world and humanity which were

created good, corrupted by the fall, redeemed through faith in Christ, and are moving toward the final consummation of God's purposes through the work of the Holy Spirit.

EDUCATIONAL OBJECTIVES

Approaching the integration of faith and learning from an informed, biblical perspective, faculty, staff, and students form a Christian community of learners that seeks to pursue the premise that all truth is God's truth and explores the significance of this in the various academic disciplines. We are committed to a thorough exploration of and complementary relationship between biblical truth and academic inquiry. We openly embrace students of all cultures, races, and faiths in an atmosphere of academic excellence, intellectual inquiry, and Christian love.

The college seeks to provide a broad, rigorous liberal arts curriculum with an emphasis on traditional and selected undergraduate and graduate professional degree programs, including degree programs for adult learners and programs at geographically distant locations. The college's educational objectives include the following:

That students will

1. develop an informed, biblical worldview including
    a. the sovereignty of God over all creation and knowledge;
    b. a lifestyle of Christian service to others and the community;
    c. the recognition of the intrinsic worth of self and all persons;
    d. a genuine critical openness to the ideas and beliefs of others;
    e. the formation of values and ethical reasoning;
    f. an appreciation for what is beautiful, true, and good in the arts and literature;
    g. a respect for and attitude of stewardship toward the whole of creation; and
    h. an understanding of the past and its interconnectedness with the present and future;
2. demonstrate effective written and oral communication skills;
3. demonstrate critical thinking and problem-solving skills;
4. demonstrate essential computer information systems skills;
5. demonstrate competency in their academic majors;
6. develop interpersonal and team skills and an understanding and appreciation of their personal strengths and weaknesses; and
7. become reflective and responsible citizens, effective leaders, and committed laity.

VISION

Montreat College aspires to be a Christian college of such character that we are known regionally, nationally, and internationally for the quality and value of our educational programs. We seek to be a leading, serving institution through developing students who will become servant leaders in society. We would be a first choice provider of Christian higher education, an inspiration to our students, a servant to our communities, and a blessing to the whole church.

AFFILIATION

Montreat College is affiliated with the Presbyterian Church (USA) and has a covenant relationship with the Presbyteries of Western North Carolina and East Tennessee, and with the Synod of the Mid-Atlantic. The college is a member institution of the Council for Christian Colleges and Universities.

HISTORY

The beauty and tranquility of the Blue Ridge Mountains led Congregationalist minister John C. Collins to form the Mountain Retreat Association in 1897 "for the encouragement of Christian work and living through Christian convention, public worship, missionary work, schools, and libraries." By 1907, J. R. Howerton of Charlotte, NC, conceived and carried out the idea of purchasing Montreat for the Presbyterian Church in the United States. Then in 1913, Dr. Robert C. Anderson, president of the Mountain Retreat Association, proposed that the grounds and facilities of the association be used for a school during the academic year. In 1915, the General Assembly decreed "that the property of the Mountain Retreat Association be used for a Normal School and that the establishment of the school be referred to the Synods."

The Synods of Appalachia, Georgia, Alabama, North Carolina, Tennessee, and Virginia elected trustees who met in Montreat on May 2, 1916, and elected Dr. Robert F. Campbell of Asheville, NC, chairman, Mr. W. T. Thompson Jr. of Knoxville, TN, secretary, and Ruling Elder T. S. Morrison of Asheville, NC, treasurer. The Montreat Normal School, a four-year preparatory and two-year college combination, opened its first session in October 1916 with eight students. Montreat Normal School continued to grow over the years. Throughout times of war,

economic fluctuations, and rapid social change, the school sought to provide a Christian setting in which to prepare young women to become teachers.

In 1934, during Dr. Robert C. Anderson's tenure as president, Montreat Normal School (College Department) was renamed Montreat College. The college grew as its academic program expanded. It began a four-year degree program in 1945. After 14 years as a four-year women's college, the college was restructured in 1959 as a coeducational junior college and was given the new name of Montreat-Anderson College.

In 1985, the college Board of Trustees, realizing the demands and changing circumstances in higher education, made the decision to again become a baccalaureate institution. The dream of its first president, Dr. Anderson, was for the college to serve as an accredited baccalaureate institution. The college has realized that dream. It returned to the original name of Montreat College in August of 1995, sharing the original vision and identity. The change reflects the Montreat College of today, a four-year college with several growing campuses and the addition of graduate studies.

Montreat College's School of Professional and Adult Studies began offering classes on September 19, 1994. The college's Charlotte campus was officially opened on September 11, 1995. Montreat College's Asheville campus held its grand opening on October 8, 1996.

In June 1998, Montreat College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools as a level-three institution to offer the master's degree in business administration.

The presidents of the college have been Dr. Robert Campbell Anderson, 1916-1947; Dr. J. Rupert McGregor, 1947-1957; Dr. Calvin Grier Davis, 1959-1972; Dr. Silas M. Vaughn, 1972-1991; and William W. Hurt, 1991-present.

CAMPUS LOCATIONS

Montreat College is located in the beautiful Blue Ridge Mountains of Western North Carolina. The scenic main campus is nestled into sloping woods just 15 miles east of Asheville, NC, and three miles from Interstate 40. Students enjoy the proximity of Asheville, one of North

Carolina's most architecturally and culturally diverse cities. Adjacent to Montreat is the historic town of Black Mountain, with picturesque avenues, stores and restaurants.

The Charlotte, NC campus is located off Tyvola Drive near the Charlotte Douglas Airport. The Charlotte Coliseum is within sight of the modern campus at 4135 South Stream Boulevard. Located at 318 Ridgefield Court in the Ridgefield Business Center, the Asheville, NC campus is located in a growing section of the city, near the Biltmore Square Mall, off I-26. Both campuses are convenient and practical, having been designed with the adult student in mind.

In addition to Montreat College's permanent campus facilities in Charlotte and Asheville, the School of Professional and Adult Studies holds classes in various other North Carolina locations such as Marion, Murphy, Hendersonville, Hickory, Clyde, and Cherokee.

SELECTED COLLEGE MEMBERSHIPS

American Association of College Registrars and Admissions Officers (AACRAO)
Christian Adult Higher Education Association (CAHEA)
Consortium for the Advancement of Adult Higher Education (CAAHE)
Council for Christian Colleges and Universities (CCCU)
Council of Independent Colleges (CIC)
National Association of Independent Colleges and Universities
North Carolina Independent Colleges and Universities
Southern Association of Colleges and Schools (SACS)
The Adult Higher Education Alliance

ADULT EDUCATION

MISSION

The School of Professional and Adult Studies seeks to provide an education to adult professionals that is consistently informed by a Christian worldview. Program offerings permit working professionals to complete their educational goals while fully involved in their current career. A special feature of this program is that working professionals can integrate their practical knowledge of the workplace with interactive classroom instruction and Christian principles. The objectives of the School of Professional and Adult Studies include

1. providing a high-quality education leading to professional advancement via a unique delivery system;
2. promoting lifelong learning that combines the practical and theoretical; and
3. providing a value-added education from the perspective of an informed Christian worldview.

INTRODUCTION

Programs in the School of Professional and Adult Studies campuses are designed to meet the educational needs of working adults. The adult degree programs began in 1994 in Montreat, NC. Currently, degree programs are offered throughout the Western North Carolina and Charlotte areas and have more than 700 students enrolled.

The program allows adults who want to advance their career opportunities a way to further their education through the Associate in Science degree, Bachelor of Business Administration degree, and Master of Business Administration degree. The programs are delivered in a nontraditional, accelerated format specifically designed for working adults who have work experience.

Faculty members, who are credentialed, working professionals, are carefully selected in order to provide appropriate instruction which integrates theory with practical business experience and Christian principles. Classes meet once a week for four-hour sessions of interac-

tive instruction. Students are also required to meet once a week in study groups to complete the week's activities for class, including presentations, homework, research, papers, and more. Courses are offered sequentially, and course materials (textbooks and modules) are delivered to the classroom. Students stay with their cohort groups throughout the program and build teamwork skills needed for today's workforce.

The Bachelor of Business Administration degree offers working adult students who already have 60 or more hours of college credit an opportunity to complete their core business courses in approximately 22 months. Other courses, including general electives and general education, may also be necessary to complete degree requirements. The college will assist students in formulating a plan for completing all requirements for graduation.

For undergraduate students who do not have 60 semester hours to begin the core business courses, SPAS offers the Associate in Science degree as well as general elective courses in the Program Listing for Undergraduate Studies (PLUS) program.

The graduate program, the Master of Business Administration, is offered for adults who want to earn marketable credentials for the modern business environment.

ADMISSION

ADMISSION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

To qualify for admission into the Associate in Science degree program, the following conditions must be satisfied:

A. If earned credit hours are 0-14, a student must submit the following credentials:
   1. Proof of high school graduation or G.E.D. certificate.
   2. Transcripts of all college courses taken.
   3. Verification of three years of full-time work experience.
   4. Two letters of recommendation from persons qualified to judge the applicant's professional expertise, character, and capacity for college-level study (generally, one recommendation should be from a supervisor).
   5. A minimum age of 21 or three years of post-high school work experience in a field appropriate for continuation into the BBA upon completion of the Associate in Science degree curriculum.
   6. An openness to the college's mission of the integration of Christian faith and learning.
   7. An applicant whose native language is not English must demonstrate the ability to read, write, and understand English and submit evidence of proficiency in English by scoring 500 or above on the Test of English as a Foreign Language (TOEFL).

B. If a student transfers less than 24 credit hours, the student must submit a high school transcript in addition to proof of high school graduation or G.E.D. Certification.

Grade progress will be monitored. A student with 0-14 credit hours coming into the program must earn at least a 2.0 ("C") in each of the first three courses of the program in order to continue. Any student who does not meet this minimum grade point average will be administratively withdrawn from the program.

ADMISSION REQUIREMENTS BACHELOR OF BUSINESS ADMINISTRATION CORE

To qualify for admission into the Bachelor of Business Administration core, the following conditions must be satisfied:

1. A minimum of 60 semester hours of credit earned from a regionally accredited college or university. Only grades of "C" or above are eligible for transfer consideration. CLEP examinations and noncollegiate military training as verified by the American Council on Education (ACE) are also eligible to be considered for transfer credit (30 semester hours maximum).
2. An overall grade point average (GPA) of 2.0 in previous college work.
3. A minimum age of 23 or a minimum of two years of relevant work experience following the conferral of the associate's degree, or the equivalent in an occupation or endeavor related to the degree program.
4. Two letters of recommendation from persons qualified to judge the applicant's professional expertise, character, and capacity for college-level study.
5. An openness to the college's mission of integration of Christian faith and learning.
6. All students whose native language is not English must have a score of 500 or above on the Test of English as a Foreign Language (TOEFL), or the equivalent.
7. Applicants may transfer a maximum of six semester hours (or two courses) into the business core curriculum. To be considered transferable into the core, the course must duplicate the content of the college course, have an earned grade of "C" or better, and be from a regionally-accredited college.

Individual consideration will be given to applicants who may not meet all the specific requirements. The college reserves the right to admit only students who hold promise of academic success. Withdrawal may be required should an applicant intentionally withhold or falsify pertinent information.

Note: It is recommended that students have at least 50 percent of general education requirements completed before entering the bachelor's program.

ADMISSION REQUIREMENTS
MASTER OF BUSINESS ADMINISTRATION

To qualify for admission into the Master of Business Administration core, the following conditions must be satisfied.

1. Baccalaureate degree from a regionally-accredited college or university.
2. Three years of relevant business experience.
3. Leadership/management potential and commitment to graduate education in a Christ-centered college.
4. Two letters of recommendation.
5. Up to six semester hours of graduate course work may be transferred into the MBA core. All transfer credit must have been earned at a regionally-accredited graduate program, must duplicate the content of the Montreat College MBA course, and must have an earned grade of "B" or higher.
6. Undergraduate business prerequisites must be fulfilled before the MBA courses. Individuals holding the Bachelor of Science in Business Administration or the Bachelor of Business Administration will have completed all the necessary undergraduate prerequisites. Candidates for the MBA degree who possess undergraduate degrees in areas outside business will be required to take a prescribed number of prerequisite undergraduate business courses including:

   BS 362 Financial and Managerial Accounting 4 credit hours
   BS 422 Issues in Corporate Finance 3 credit hours
   BS 351 Economics: Theory, Concepts, and Issues of Micro and Macro 3 credit hours
   BS 314 Data Analysis for Business 3 credit hours

   Total prerequisite hours: 13 credit hours
7. Prerequisites for the MBA program are offered through the School of Professional and Adult Studies in an accelerated evening format. Students may elect to take competency tests in the prerequisite areas based on education and previous work experience.
8. Students will be admitted by meeting this standard:
   - GPA* x 200 + GMAT = minimum of 950

   *GPA used in calculation is the cumulative GPA earned in the last 60 hours of the bachelor's degree (must be at least 2.0).
9. All students whose native language is not English must have a score of 500 or above on the Test of English as a Foreign Language (TOEFL), or the equivalent.

EVALUATION OF TRANSFER CREDIT

Students for whom it applies will receive an evaluation of transfer credit form. This evaluation is a summary of the number of semester hours accepted in transfer from all regionally accredited colleges and universities and proficiency evaluations which the student has previously completed. The evaluation of military training is also included on this evaluation. The form will list the number of incoming semester hours received and the number of semester hours required (126 for the BBA degree and 60 hours for the associate's degree) to accumulate semester hours of study required to graduate, as well as outline any deficiencies. The student will receive this form after all transcripts have been received in the Admissions Office and have been evaluated by the Student Services Office. Students in the BBA program will accumulate 46 semester hours in the BBA core curriculum. Students transferring 60 semester hours to Montreat College to begin the BBA core program will need an additional 20 hours (including the fulfillment of all general education requirements) to accumulate the required 126 semester hours to graduate with a BBA degree.

A student may transfer a maximum of six hours into the BBA core curriculum, if **the course is an identical junior- or senior-level course previously** taken at a **four-year** accredited institution. The transfer of courses into the BBA core must be approved by the Registrar's Office and must be approved and finalized prior to admission into the BBA program. If the student transfers courses into the BBA core, the student must withdraw from the corresponding course. Note that withdrawing from a course will affect financial aid.

ASSESSMENT OF DOCUMENTED LEARNING

Montreat College is among more than 600 colleges and universities involved in assessing documented learning for academic credit toward an undergraduate degree. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for documented and experiential learning, has led the way in developing and implementing assessment techniques. Montreat College uses the guidelines developed by CAEL.

CORRESPONDENCE COURSES

Up to nine semester hours of eligible courses taken via correspondence through a regionally-accredited institution can be applied to a student's degree program. The course cannot be duplication of course work already taken. Course work must be approved by the director of student services. Upon successful completion of the course(s), official transcripts from the institution must be received by the Registrar's Office for credit to be awarded.

CREDIT BY EXAMINATION

Adult learners may participate in a variety of credit by examination programs in order to earn credit toward the bachelor's or associate's degree. Credit will be transferred as pass/fail. No credit will be granted for any course for which the student failed to meet the course requirements. Some tests may be taken only one time, other tests may be taken one time in a six month period of time. These programs are explained below.

1. **Advanced Placement Program (APP)**
   This credit by examination program is sponsored by the College Entrance Examination Board for evidence of completion of a college-level course taken in high school. Scores of 3, 4, or 5 will be accepted.
2. **College Level Examination Program (CLEP)**
   This credit by examination program uses CLEP subject area examinations. Students who earn a score equal to a grade of "C" or above may apply such credit toward their degree program.
3. **Defense Activity for Nontraditional Education Support (DANTES)**
   This credit by examination service was established in 1974 and administers Subject Standardized Tests (SST) to military service and civilian personnel. Guidelines developed by the American Council on Education (ACE) for the awarding of these credits are followed.
4. **Proficiency Examination Program (PEP)**
   These examinations, sponsored by the American College Testing Program, cover some subject areas not currently offered by national credit-by-examination program. Credit will be granted for scores which reach the college's standards.
5. **Institutional Challenge Exams**
   Students wishing to challenge the Old or New Testament require-

ments may take the exams provided by the Montreat College Bible department. The exams cost $100 each and are scored on a pass/fail basis. Students interested in challenging a Bible course should contact the director of student services to schedule the exam and to receive the study guides prepared by the Bible department.

Students who are interested in APP, CLEP, DANTES, PEP, or institutional tests should contact the coordinator of noncollegiate credit. The institution from which the test is taken will assess a fee for test administration and the purchase of the test from the national organization sponsoring the test. Before taking any credit by examination tests, an approval form, available in the Student Services Office, must be completed to ensure the credit will apply toward the degree program. If credit by examination tests have been taken prior to enrollment in the School of Professional and Adult Studies, the student must request score transcripts from the examination program. Credit cannot be awarded based upon academic credit awarded by a previous institution.

In addition, adult learners may bring to their BBA studies a wealth of prior learning experiences from a variety of sources, including training provided by noncollegiate institutions, such as armed forces and service schools, professional certification, or experiential learning. Credit may be awarded for prior learning experience if it falls within the curricular offerings of the college, and it is appropriately related to the student's educational goals. Decisions regarding the awarding of prior learning experience credit and the determination of such credit are made according to the procedures and standards approved by the college faculty and in accordance with the guidelines published by the American Council on Education (ACE), the council for Adult and Experiential Learning (CAEL), and other nationally recognized organizations.

Normally, no more than 30 semester hours (15 hours associate's and 15 hours bachelor's) may be awarded through any combination of credit by examinations or prior learning experiences. In exceptional cases, however, the nature and content of the prior learning experience may be such that additional credit may be appropriately awarded.

PRIOR LEARNING ASSESSMENT (PLA) AND CAREER PORTFOLIO CREDIT

Prior Learning Assessment (PLA) and portfolio credit is increasingly becoming a useful option for students seeking general elective credit.

Those seeking general elective credit for professional experiences (only given in rare cases) have three options their disposal: (1) Prior Learning Assessment (PLA), which is an evaluation of certified corporate training, (2) career portfolio, which is an academic assessment of an outstanding career track record, or (3) military credit. All of these programs are designed to assist undergraduate-level students in earning general education credits for past or ongoing training at their place of employment. There are specific policies and fees associated with these programs and students need to be aware of their responsibilities as they utilize these three programs. All information must be turned in at time of application.

PRIOR LEARNING ASSESSMENT (PLA)

Montreat College closely follows the American Council of Education (ACE) recommendations and the standards established by the Council for Adult and Experiential Learning (CAEL). Students may have certain certifications, but this does not mean they are awarded credit. If an exact or comparable match to the certificate cannot be found in the ACE recommendations, Montreat College cannot award academic credit.

In order to begin the PLA evaluation process, five items are **required** and **must** be submitted to the Office of Testing and Noncollegiate Credit. They are

1. an official and original **certificate** of completion for each course to be evaluated (the original certificates will be returned to the student upon completion of the evaluation);
2. a **content** description of each course to be evaluated (this must be an official course description if possible);
3. **contact** hour verification for each course to be evaluated (must be from an official source such as company HR, official certificate, or course description. Contact hours are the number of hours spent in the class for the course. A minimum of 15 contact hours per course is the general rule for consideration for one credit hour.);
4. a 2-4 page **competency** paper containing a detailed summary of what was gained from the course and how it applies to professional as well as private life drafted for each course that will be evaluated;
5. a nonrefundable registration **charge** of $35 payable to Montreat College. The registration fee will be applied toward the first hour if at least one is awarded. The fee for any additional credit hours awarded will be $35 per credit hour.

NOTE: The evaluation will take three to four weeks after receipt of all of the above material to complete.

CAREER PORTFOLIO

The career portfolio differs greatly from PLA. The portfolio is used by those who have a superior and lengthy career track record which they desire to have evaluated by a Montreat College faculty member for academic credit.

The portfolio is a compilation of the individual's résumé, training, achievements, letters of recommendation, and evaluation of career experiences and goals, that demonstrates the student has gained the equivalency of academic experiences through career experiences. Any student wishing to have a career portfolio evaluated for academic credit must attend a career portfolio seminar to receive the information and training necessary for assembling a portfolio worthy of evaluation. Career portfolio seminars are held quarterly on both the Asheville and Charlotte campuses. Students interested in researching the possibility of a career portfolio should contact the coordinator of corporate articulation and noncollegiate credit for information concerning the next career portfolio seminar.

The career portfolio is typically evaluated for general elective credit, however, from time to time a student may have had career experiences that warrant general education credit consideration. Although the career portfolio is processed through the Office of the Coordinator of Corporate Articulation and Noncollegiate Credit, the actual evaluation is done by the department chair through which the student is seeking academic credit. Credit awards range from 0-30 semester hours. The student should always first seek the advice of the coordinator of corporate articulation and noncollegiate credit before embarking on a portfolio project.

As with PLA, there are evaluation and award fees associated with the career portfolio. Since a Montreat College faculty member will be involved with the evaluation of the portfolio, there is a nonrefundable $100 evaluation fee that is to be submitted at the time that the portfolio is submitted. This fee covers only the evaluation of the portfolio. In addition, the award fee for career portfolio credit is $50 per credit hour which is due within four weeks from the time the student is notified of the credit award. This fee is to be submitted to the coordinator of corporate articulation and noncollegiate credit and should be paid by personal check, certified check, or money order. If the student fails to meet this financial obligation to the college, the $100 evaluation fee will be forfeited and any resulting credits also forfeited.

Due to the length of time necessary to evaluate a career portfolio properly, only students who have matriculated into the SPAS program and have attended a career portfolio seminar are eligible for this credit.

MILITARY CREDIT

Military credit policies follow closely those listed above under PLA. Montreat College uses the American Council on Education's (ACE) guide to the evaluation of educational experiences in the armed services in the evaluation of all military credit. The veteran's DD214 discharge papers are carefully evaluated for all detail concerning military experiences, and the credits are awarded at face value.

The fees for awarding military credit are the same as those of PLA above. As the DD214 should **always** accompany the student's application for admission, the same policies and fees for preadmission PLA evaluation will be followed. Students must submit a nonrefundable $35 evaluation fee at the time of the completion of their file (in addition to the deposit). This fee will accompany the student's file to the office of the coordinator of corporate articulation and noncollegiate credit for evaluation. If credit is awarded for the materials submitted, the $35 evaluation fee will be applied toward the total fee for the award. The balance of the award fee must be submitted to the coordinator of corporate articulation and noncollegiate credit in the form of personal check, certified check, or money order the fourth week that the student is in class. Failure to meet this financial obligation may result in the student being administratively withdrawn from the program and any resulting military credits will be forfeited by the student.

Credits completed at the Community College of the Air Force are considered collegiate transcripted credits (general elective) and are evaluated just like any other college transcript.

All noncollegiate credit, including DANTES and CLEP, is limited to 30 semester hours. All requests for noncollegiate credit beyond 30 hours must go through the appeal process.

Concurrent Admission Program (CONAP)–Montreat College participates in the Army's CONAP program. Individuals who enlist in the army can be concurrently admitted to Montreat College. The individual must meet normal SPAS admissions requirements.

Servicemembers Opportunity College (SOC)–Montreat College is one of the 1,200 colleges/universities that support members in all branches of the military going to college. The SOC contract is managed for the Department of Defense by DANTES, Defense Activity for Nontraditional Education Support.

ARTICULATION AGREEMENTS

Colleges with which Montreat College School of Professional and Adult Studies has an articulation agreement include:

Blue Ridge Community College
College Drive
Flat Rock, NC 28731-9624

Caldwell Community College and Technical Institute
2855 Hickory Blvd
Hudson, NC 28638

Catawba Valley Community College
2550 Highway 70 SE
Hickory, NC 28602-9699

Haywood Community College
185 Freelander Drive
Clyde, NC 28721

McDowell Technical Community College
Route 1, Box 170
Marion, NC 28752

Mitchell Community College
500 West Broad Street
Statesville, NC 28677

Randolph Community College
P.O. Box 1009
Asheboro, NC 27204-1009

Tri-County Community College
2300 Highway 64 East
Murphy, NC 28906

FINANCIAL INFORMATION

Montreat College endeavors to provide an opportunity for Christian higher education to all who desire it. By working to keep expenses at a minimum and by offering a substantial and comprehensive financial aid program, the college provides an educational opportunity for many students who otherwise might not be financially able to attend college. **No qualified student should hesitate to apply because of lack of financial resources.**

TUITION AND FEE STRUCTURE

The following tuition and fee structure is in effect as of January 1, 2001. A schedule of specific course start dates, payment due dates, and tuition due is distributed on the first night of the program.

Montreat College reserves the right to change tuition and fee schedules at any time. However, tuition and fee schedules are guaranteed for students who complete the program according to the prescribed curriculum schedule. Student who withdraw and reenter any program must adhere to the prevailing academic standards and fee structures at the time of reentry.

All outstanding balances must be cleared before future course or program registrations will be approved. The college reserves the right to withdraw students from class attendance for failure to meet financial obligations. A $25 late fee is charged each time a payment is received after the due date. There will be a $15 charge for any check returned for nonsufficient funds.

ASSOCIATE IN SCIENCE

Tuition:	$12,400 ($200 per credit hour for 62 hours)
Resources:	$1,650, includes production and delivery of all resources (books, modules, handouts).
Graduation fee:	$40
Deposit:	$175 required one week prior to class start to reserve a place. Applied toward first course and

	is nonrefundable after the first class meeting.
Payment schedule:	Deposit or $175 and first payment of $1,175 are applied toward the cost of the first two courses of the curriculum. Tuition and fees for all subsequent courses are paid one course at a time two weeks prior to the beginning of each course.

BACHELOR OF BUSINESS ADMINISTRATION

Tuition:	$10,580 ($230 per credit hour for 46 credit hours)
Resources:	$1,360, includes production and delivery of all resources (books, modules, handouts).
Graduation fee:	$40
Deposit:	$175 required one week prior to class start to reserve a place. Applied toward first course and is nonrefundable after the first class meeting.
Payment schedule:	Deposit of $175 and first payment of $1,445 are applied toward the cost of the first two courses of the curriculum. Tuition and fees for all subsequent courses are paid one course at a time two weeks prior to the beginning of each course.

MASTER OF BUSINESS ADMINISTRATION

Tuition:	$8,640 ($240 per credit hour for 36 credit hours)
Resources:	$2,200, includes production and delivery of all resources (books, modules, handouts).
Graduation fee:	$40
Deposit:	$250 required one week prior to class start to reserve a place. Applied toward first course and is nonrefundable after the first class meeting.
Payment schedule:	Deposit of $250 and first payment of $1,940 are applied toward the cost of the first two courses of the curriculum. Tuition and fees for all subsequent courses are paid one course at a time two weeks prior to the beginning of each course.

NOTE: The cost of prerequisite courses is not included in the MBA schedule and will be charged at the undergraduate tuition rate.

PLUS PROGRAM (PROGRAM LISTING FOR UNDERGRADUATE STUDIES)

PLUS courses are $200 per credit hour plus a $75 book and resource fee and are offered on a cash basis. Tuition and fees must be paid in advance when the student submits registration materials to the PLUS program coordinator; otherwise, the student will not be registered for the course. Financial aid is not available for PLUS courses since they are not part of a degree program.

PRIOR LEARNING ASSESSMENT AND PORTFOLIO FEES

Students petitioning for prior learning credit through portfolio are required to remit a $100 submission fee for a portfolio assessment. The fee is to be included with the portfolio at the time it is submitted. In addition, there will be a $50 transcript fee for each credit awarded. The student will receive an invoice for the amount of credit awarded approximately 7-10 days after the credit is awarded, and the fee must be paid within 30 days of the invoice date. Fees for all credits awarded must be paid in full before starting the core program or graduating from the college.

STUDENT ACCOUNT POLICIES

STUDENT ACCOUNT MANAGEMENT

The Student Accounts Office at the Charlotte campus manages all student accounts for the School for Professional and Adult Studies. The Business Office on the Montreat campus manages student accounts for the PLUS program.

TUITION REIMBURSEMENTS

Students who expect all or part of their expenses to be paid by tuition reimbursement are expected to pay in advance for courses with their own funds.

FINANCIAL AID

If a student chooses financial aid as a method of meeting the financial obligations of the SPAS program, all forms must be completed in full and returned to the Financial Aid Office four weeks prior to the start of the first course.

All financial aid funds are posted directly to student accounts. They cannot be issued as a check directly to a student.

All SPAS students are required to sign an "authorization to retain funds" that indicates their preference for the handling of credits resulting from the posting of federal and state financial aid to their accounts. When a student elects to leave funds on account to pay for future courses in SPAS, the Student Accounts Office will use any credit as long as it is sufficient to pay subsequent charges to the student's account. If a student elects to be refunded credit balances derived from federal or state aid, the student is considered thereafter to be self-paying.

If, as the result of a course withdrawal or nonattendance in a course, a portion or all of federal and/or state funds is invalidated, then it is the student's responsibility to pay in a timely manner any outstanding balance no longer covered by financial aid funds.

At the end of the federal or state aid award period, any credit remaining on the student account from federal aid is sent automatically to the student regardless of the preference expressed on the "authorization to retain funds."

RECEIPT REQUESTS

Students are required to request receipts for payments in writing. Forms are available from the Student Accounts Office in Charlotte and the literature racks at the Charlotte and Asheville campuses. The forms can be mailed or faxed to the Student Accounts Office in Charlotte for processing which normally takes one week. Receipts are distributed in sealed envelopes in the cohort mailboxes at the Charlotte and Asheville campuses. Students from off-campus sites will receive their receipts through U.S. mail.

If a course fee is not paid within one week of a request for a receipt, the request will be held on file for a period of one month from the date of request. After that, the student must complete another request form.

Receipts will not be distributed for a course in advance of its start date. Requests from students for more than four courses will not be accepted. No receipts will be faxed to students.

STATEMENT OF STUDENT ACCOUNT

At the beginning of each month, statements, including a history of the student's account for the past six months, are sent to all students who have a balance due. Statements are not routinely sent to students with a zero credit balance. Students may request a statement of account from the Student Accounts Office at any time by calling 1-800-436-2777.

GENERAL INSTITUTIONAL REFUND POLICY

Students in the School of Professional and Adult Studies are automatically registered for all courses in their program. If a student withdraws from a course after the first class meeting, the student will be charged 10% of the tuition cost of the course and will be charged the book and resource fee in full. If a student withdraws after the second class meeting, the student will be charged tuition and the book and resource fees in full for that course.

The date of a student's withdrawal is the date the student notifies the college on a properly executed withdrawal form. It is the responsibility of the student to officially withdraw following the procedures detailed in the program withdrawal and course withdrawal policies.

A *refund* refers to money paid toward program charges that must be returned to financial aid sources and/or the student. A *repayment* is the amount of cash disbursed to the student that must be repaid to federal, state or institutional sources. For more information, refer to the "Financial Aid" section of this bulletin.

FINANCIAL APPEAL PROCESS

A student who wishes to appeal a financial decision must do so in writing to:

Vice President for Finance and Information Technology
Montreat College
P.O. Box 1267
Montreat, NC 28757

FINANCIAL AID APPLICATION PROCEDURE

This section is a brief overview of some areas of financial aid. For more detailed information, refer to Montreat College's financial aid website, www.montreat.edu/faspas.

To apply for financial aid, an individual must first apply for admission to the Montreat College SPAS program.

Complete the entire financial aid packet and return to:

Coordinator of SPAS Financial Aid Programs
Montreat College
P.O. Box 1267
Montreat, NC 28757

The Free Application for Federal Student Aid (FAFSA) will be electronically submitted to the Department of Education for processing. The results, called a Student Aid Report (SAR), will be transmitted back to the Financial Aid Office.

Financial aid awards are made after a student has been offered admission, decided on a cohort, and all documents regarding the family's financial situation are received. Students are notified via an official award letter. A schedule of the classes covered and those that must be taken during the award year will be attached.

Students must complete a master promissory note for the federal Stafford loan if they wish to take a loan. Students eligible for educational benefits through Veterans Administration or Vocational Rehabilitation should apply directly to these agencies and inform the Financial Aid Office of that benefit.

MAINTAINING FINANCIAL AID

Students must maintain full-time status. No courses can be skipped and courses must be taken in the exact order, time period, and format in which the financial aid was awarded. Students should refer to the schedule attached to their award letter for this information.

Students must maintain satisfactory academic progress (refer to policy for details) and must reapply each year for financial aid.

ELIGIBILITY AND TYPES OF AID

Students who are citizens or have permanent residence status in the United States are eligible to apply for financial assistance under various federal aid programs. Students must be registered for all courses needed to complete an academic year. At this time PLUS courses and courses offered online are not eligible for financial aid. Students must complete all the financial aid paper work including the Free Application for Federal Student Aid (FAFSA) to be considered for the following programs.

FEDERAL PELL GRANT

Pell Grant eligibility will be based on the student's expected family contribution (EFC) that is recorded on the student aid report. The lower the EFC, the higher the award will be to the student. Students with an EFC higher than $3,500 will not qualify for a federal Pell Grant. Pell Grants are available only to undergraduate students.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

This program is designed to assist undergraduate students with exceptional financial need, that is, students with the lowest expected family contribution (EFC), and gives priority to students who receive federal Pell Grants. Funding is limited so there is no guarantee every eligible student will be able to receive an FSEOG award.

FEDERAL FAMILY EDUCATION LOAN PROGRAM — FEDERAL STAFFORD LOANS

Stafford loans (subsidized and unsubsidized) are low-interest loans available to assist eligible students. This program enables students to borrow directly from a bank, credit union or other participating lenders. Upon meeting all general eligibility requirements, the loan application must be certified by the college. The loans are guaranteed by a state or private nonprofit agency and are insured by the federal government. A student must be enrolled and accepted as a regular student working towards a degree in an eligible program.

NORTH CAROLINA LEGISLATIVE TUITION GRANT (LTG)

Available at most campus locations, recipients must be North Carolina residents for the last 12 consecutive months, be registered as full-time students on the eligibility dates, be pursuing their first bachelor's degree, and meet financial aid eligibility requirements. Students must complete an LTG application to be considered for this grant.

NORTH CAROLINA CONTRACTUAL GRANT

This program is offered at most locations. Students must meet the eligibility requirements of the LTG and must demonstrate a significant need. Funding is limited so there is no guarantee every eligible student will be able to receive the North Carolina Contractual Grant.

EMPLOYER REIMBURSEMENT

Many employers offer tuition reimbursement for students in academic programs. Contact the appropriate employer representative for more information and notify the Financial Aid Office of any awards made. Most employers reimburse tuition after the course is completed, so it is advisable to borrow enough money to pay for several courses until reimbursement is made. The student is responsible for paying tuition and fees prior to starting a course according to the payment schedule. Students using employer vouchers must submit them by the course due date and pay any remaining balance by that date.

VETERANS BENEFITS

Contact the veterans office for more information about federal and state veteran's assistance. Grant application forms must be certified by the Registrar's Office. Notify the Financial Aid Office of any awards made.

DIVISION OF VOCATIONAL REHABILITATION (DVR)

Educational assistance is available to students who are clients of the Department of Vocational Rehabilitation. Contact a DVR counselor for more information and an application form.

FULL-TIME STATUS

Financial aid is awarded on the basis that students will take all the courses contained in their cohort schedule in the order and time frame they appear on their cohort schedule. To be considered full-time, a student is awarded aid for an academic year which includes a minimum of forty-five weeks of instructional time and a minimum of twenty-four credit hours attempted. If students do not need a course included in the financial aid award or are considering withdrawing from a course, they should call the Financial Aid Office immediately.

FINANCIAL AID LEAVE OF ABSENCE (LOA)

If a student cannot take a course for which they have been awarded financial aid because of extenuating circumstances, it is possible for the student to apply for a leave of absence (LOA). The student must write a request for a LOA to the Financial Aid Office which includes the date

and course that will be missed, the reason for missing the course, and the expected date of return. The form must be signed by the student. A LOA can be requested only for a course the student intends to take at a later date and can be for a maximum of 60 days per calendar year. The student can only be granted one LOA. If the LOA is approved, the financial aid funds will remain on the student's account and the student will not be charged for the course. The student will take the course at a later date and cannot receive additional financial aid for that course. If the student does not return to class when the approved LOA has expired, the Financial Aid Office will treat the student as a withdrawal from the last date of class attendance.

SATISFACTORY ACADEMIC PROGRESS

Students receiving financial aid must maintain satisfactory academic progress (refer to "Satisfactory Academic Progress Policy" for more information). The Registrar's Office will notify the Financial Aid Office monthly of any student who has been placed on academic probation. That office will process a return of Title IV funds calculation using the last day of the student's current course as the last date of attendance. All funds the student has not earned will be refunded as dictated by the federal regulations. If the student regains the minimum grade point average required at the end of the probationary period, the student must contact the Financial Aid Office to reapply for financial aid.

RETURN OF TITLE IV STUDENT AID

In the event that a student withdraws from a course or the entire program, either formally, through nonattendance or by administrative withdrawal, does not return to the next course after an approved leave of absence, or is not meeting satisfactory academic progress, the Financial Aid Office is required to process a withdrawal calculation.

All calculations are based on the last date of documented class attendance within the student's period of enrollment. A period of enrollment is one-half of the financial aid academic year. All awards that include federal Title IV aid will be subject to the federal return of Title IV funds calculation. All nonfederal funds are subject to the Montreat College refund calculation, except for the North Carolina Legislative Tuition Grant (NCLTG). The NCLTG is always refunded to the state of North Carolina unless the student has completed over 60% of the period of enrollment and has attended through the eligibility date before withdrawing. The NCLTG cannot be prorated based on the length of enroll-

ment. Montreat College has a fair and equitable refund policy, as required under Section 668.22(b)(1) of the federal regulations. The college refund calculation is equal to the federal calculation but takes into consideration only nonfederal forms of aid.

The federal return of Title IV funds calculation determines the percentage of the period of enrollment for which the assistance was awarded that the student actually completed. This figure is used to determine the percentage of the aid the student earned for the period of enrollment. All unearned funds are returned to the proper agencies in the order prescribed by federal and state regulations. These regulations dictate that the college is obligated to apply refunds in the following order: Unsubsidized Stafford loan; subsidized Stafford loan; federal Perkins loan; federal PLUS loan; federal Pell Grant; federal Supplemental Educational Opportunity Grant; other Title IV, state, private or institutional aid; the student.

Students must pay any charges remaining on their account after funds are returned to the proper agencies.

FINANCIAL AID APPEAL COMMITTEE

Any student who wishes to appeal a financial aid decision must do so in writing to:

Dean of Admissions and Financial Aid
Montreat College
P.O. Box 1267
Montreat, NC 28757

GENERAL STUDENT INFORMATION

CHANGE OF ADDRESS

It is the student's responsibility to notify the Student Services Office immediately in the event of a change of employment, address, telephone number, e-mail address, or name.

SEXUAL HARASSMENT POLICY

Sexual harassment in the academic context can occur either within the professor/student relationship or in connection with employment relationships.

Sexual harassment has been defined in the professor/student relationship as follows: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when grades or educational progress are made contingent upon submission to such conduct, or when the conduct has the purpose or affect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment." Romantic relationships should be avoided when they occur between faculty member and a student with whom the faculty member has a professional relationship.

The definition of sexual harassment in the employment relationship is similar: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

The college will not tolerate sexual harassment or ignore complaints of harassment from students, staff, or colleagues.

SMOKING POLICY

Smoking, smokeless tobacco products, and alcoholic beverages are not permitted in the classroom.

INCLEMENT WEATHER CANCELLATION POLICY

The college normally makes a decision regarding cancellations by 4:00 P.M. Any student is able to find out if class is canceled on a questionable night by calling the weather line at either the Asheville or Charlotte campus, depending on the class location. For cohort groups serviced by the Asheville campus, call 828-667-5044. When the automated attendant answers, choose option four. For cohort groups serviced by the Charlotte campus, call 704-357-3390. Ask the receptionist for the weather line at ext. 300, or, if after 5 P.M., enter ext. 300 when prompted by the automated attendant. Students should plan to attend the next regularly scheduled class meeting unless informed otherwise. Making up a class due to absence when bad weather prevails will be determined by the instructor and the students with guidance from the director of student services and the director of the Charlotte campus (refer to "Class Representative Responsibilities" for more information).

NONACADEMIC GRIEVANCE POLICY

A student wishing to appeal a decision made by the college which directly affects the student, but is not related to academic policy, should follow one of these procedures:

Informal Grievance Procedure:

1. Discuss the grievance with the director of student services.

2. If the grievance remains unresolved, discuss it with the dean of adult education.

3. If circumstances of the grievance prevent using either or both of the above steps, or if the director or dean does not resolve the grievance within 15 working days, the student may discuss the grievance with the ombudsman, appointed by the president. Upon counsel, recommendation and approval of the ombudsman, the aggrieved person may be advised to proceed directly to a formal grievance procedure.

The student may request a formal hearing by initiating the steps for a formal grievance.

Formal Grievance Procedure:

1. **Request:** The student files a written request for a formal grievance hearing with the ombudsman. The request includes the specific grievance, a description of the incident(s) from which the grievance arises, and the relief being sought.

2. **Committee:** Upon review of the written grievance, the ombudsman may ask for additional materials and documentation. After these are provided, the ombudsman calls a meeting of the Grievance Committee as soon as possible (within 15 working days of receiving the request). The ombudsman serves as the chairperson of this committee whenever it acts as a formal grievance committee, unless the president directs otherwise. The ombudsman, however, has no vote in the final decision of the committee.

3. **Hearing:** The committee hears the grievance together with such witnesses as it deems appropriate to the grievance and forwards its recommendations in writing to the ombudsman within five working days of the close of the hearing. The hearing is closed and confidential.

4. **Report:** The Grievance Committee makes every reasonable attempt to reach its conclusions and make its recommendations to resolve the matter within 15 working days of the convening of the committee, and to present its report to the ombudsman for review and appropriate actions.

5. **Appeal:** The decision of the Grievance Committee may be appealed in writing to the president by the aggrieved student, the director of student services, or the dean of adult education within three working days after receiving the decision. With regard to the informal and formal grievance proceedings, the decision of the president is final.

6. **Scope:** These grievance procedures are in no way intended to limit the rights of students under applicable laws.

7. **Retaliation Clause:** No employee of the college may make any retaliatory action against any student of the college as a result of that

person (1) seeking redress under these procedures, (2) cooperating in an investigation, or (3) otherwise legitimately participating in a proceeding under these procedures. Any violation will be regarded as a separate and distinct grievable matter under these procedures.

FACULTY

The School of Professional and Adult Studies' instructional faculty is made up of full-time Montreat College faculty members as well as adjunct professors. The majority of the faculty chosen for the business programs draw upon their experiences in business as a reference for class discussions. Faculty are chosen carefully and are required to attend an extensive orientation as well as regular training meetings.

THE WRITING CENTER

Students are encouraged to take advantage of the resources provided by the Writing Center, physically located inside the Bell Library computer lab on the Montreat campus, but also virtually available on the Web at **www.montreat.edu/writing. Writing Center** consultants can answer questions about format, grammar, and punctuation, and provide constructive feedback on a student papers. They are available Sunday through Thursday, 7:00 P.M.-11:00 P.M., during the traditional academic year, beginning the third week of class and ending the week before final exams. Those unable to visit the Writing Center in person may seek electronic or phone consultation. Consult the Montreat College website for complete details.

ACADEMIC PROGRAMS

The degree completion programs for adult learners offered through the School of Professional and Adult Studies include the Associate in Science (AS) and the Bachelor of Business Administration (BBA) with courses for both general education and the business core. General education courses include courses in Bible, writing, humanities, social science, public speaking, mathematics, and science. These courses seek to develop the whole person and prepare students for successful completion of the bachelor and associate degree programs.

Montreat College School of Professional and Adult Studies currently offers the following three degree programs:

The Associate in Science (AS) program is designed for working professionals with little or no earned college credits. The program challenges the adult learner to develop a knowledge and awareness of human problems and personal values through a well planned, sequenced curriculum which integrates increasingly advanced cognitive skills, awareness of self and others, Christian worldviews, and social and interpersonal skills. Completion of the Associate in Science provides preparation for continuing in the Bachelor of Business Administration program.

The Bachelor of Business Administration (BBA) program offers adult learners with sixty or more semester hours of college credit the opportunity to complete a degree in approximately twenty-two months. The BBA business core courses embrace the development of the adult learner's exposure to human problems and personal values through a well-planned, sequenced curriculum which integrates, within the curriculum, increasingly advanced cognitive skills, awareness of self and of others, value clarification, and social and interpersonal skills.

The Master of Business Administration (MBA) program is designed for working professionals who already hold an undergraduate degree and who seek knowledge that will advance their careers and provide new opportunities for the future.

ACADEMIC CALENDAR

Class scheduling is not on a traditional September-to-June timetable but rather, it is based on a lock-step program. Throughout the year, applicants begin the program at a designated location and time. Each class is taught using an accelerated format and meets with the professor once a week for four hours at the designated location. Most courses meet for a minimum of five weeks. In all programs, the student is registered for the entire program. The class schedule will include breaks for holidays and Christmas vacations. Every effort will be made to have each group complete the core program within approximately 22 months.

It is essential that students understand that one-half of their instruction occurs in the classroom, and the other half occurs in the form of reading, writing, group study, research assignments, and on-the-job application. This outside experience will be shared with others in class discussions, written assignments, and the job-related research project. Each cohort of students remains together as a cluster for the entire program.

CURRICULUM

ASSOCIATE IN SCIENCE

BS 101	Introduction to Business	3 hours	5 weeks
EN 111	Writing and Research for Adults	3 hours	6 weeks
BS 209	Principles of Management	3 hours	5 weeks
MT 102	Mathematics for Management	3 hours	6 weeks
EN 112	Writing and Literary Analysis	3 hours	6 weeks
BB 101	Survey of the Old Testament	3 hours	5 weeks
HD 211	Human Growth and Development	3 hours	5 weeks
EN 231	Public Speaking and Presentations	3 hours	5 weeks
MT 122	Elementary Statistics	3 hours	6 weeks
HS 111	Major Issues in World Civilization	3 hours	5 weeks
BS 206	Principles of Accounting	3 hours	5 weeks
AR 111	Art and Aesthetics	3 hours	5 weeks
PC 111	Matter and Energy	3 hours	5 weeks
BB 102	Survey of the New Testament	3 hours	5 weeks
BS 103	Introduction to Economics	3 hours	5 weeks
HS 211	Early American History	3 hours	5 weeks
EN 211	Masterpieces of Literature	3 hours	5 weeks
BS 230	Principles of Marketing	3 hours	5 weeks
ES 111	Overview of Environmental Studies	3 hours	5 weeks
IS 202	Modern Christ./Secular Worldviews	3 hours	5 weeks
		Total: 60 hours*	104 weeks

*If needed:

CS 102	Introduction to Computers	1 hour	1 day
HL 103	Executive Fitness	1 hour	1 day

BACHELOR OF BUSINESS ADMINISTRATION CORE

GE 321	Orientation to Adult Studies	2 hours	4 weeks
CS 301	Computer Business Applications	3 hours	5 weeks
BS 305	Managerial Communications	3 hours	6 weeks
BS 350	Administrative Theory and Organizational Behavior	3 hours	5 weeks
BS 351	Production and Marketing Economics	3 hours	6 weeks
BS 309	Business Ethics	3 hours	5 weeks
BS 437	Marketing Management	3 hours	5 weeks
BS 352	Financial Accounting Issues	3 hours	6 weeks
BS 311	Business Law	3 hours	5 weeks
BS 452	Managerial Accounting Issues	3 hours	6 weeks
BS 314	Data Analysis for Business	3 hours	6 weeks
BS 403	Leadership and Human Resource Mgt.	3 hours	5 weeks
BS 320	International Business	3 hours	5 weeks
BS 422	Issues in Corporate Finance	3 hours	6 weeks
BS 462	Business Strategy and Policy	3 hours	5 weeks
IS 461	Philosophy of Faith and Learning	2 hours	4 weeks
		Total: 46 hours	83 weeks

MASTER OF BUSINESS ADMINISTRATION

GE 500	Introduction to Graduate Studies	3 hours	6 weeks
BS 535	Analysis of Management Info Systems	3 hours	8 weeks
BS 525	Applied Management Theory	3 hours	6 weeks
BS 540	Seminar in Marketing Strategies	3 hours	6 weeks
BS 545	Current Economic Analysis	3 hours	6 weeks
BS 575	Current Issues in Business	3 hours	6 weeks
BS 570	Advanced Managerial Accounting	3 hours	6 weeks
BS 530	Ethics and the Legal Environment	3 hours	6 weeks
BS 560	Quantitative Methods in Business	3 hours	6 weeks
BS 550	Financial Management Practices	3 hours	6 weeks
BS 565	International Business	3 hours	6 weeks
BS 580	Strategic Planning and Research Analysis	3 hours	6 weeks
		Total: 36 hours*	74 weeks

*Some students may need prerequisites for BS 570, BS 560, BS 550, and BS 545.

PROGRAM LISTING FOR UNDERGRADUATE STUDIES (PLUS) COURSES

THE PLUS PROGRAM

The PLUS program strives to provide elective and general education courses that integrate faith and learning by providing quality course

work that is consistently informed by a Christian worldview. Developed to assist students in fulfilling their general education and elective credits as they pursue their bachelor's degree, PLUS courses provide interesting and convenient options and include such subjects as psychology, theology, and language. Courses are offered at times convenient for students already in the SPAS program as well as community members engaged in full-time employment. Classes may be offered on Saturdays or any evening, Monday through Friday, depending on classroom and instructor availability. Additional fees are required for these courses. **Note that financial aid is not available for these courses.**

BIBLE
BB 201 Old Testament Theology (may be used as humanities credit)
BB 202 New Testament Theology (may be used as humanities credit)

HISTORY
HS 112 Western Intellectual Tradition (may be used as social science credit)

HUMANITIES
BB 306 World Religions
FR 101 Elementary French
MS 203 Popular Music in the United States
MS 204 Red, Hot, and Blue: A Look at American Musical Theater

LITERATURE
EN 251 The Writings of C. S. Lewis (may be used as humanities credit)
EN 252 Shakespeare for Managers (may be used as humanities credit)

NATURAL SCIENCE
AT 111 Astronomy I
AT 112 Astronomy II (does not require AT 111 as a prerequisite)

SOCIAL SCIENCE
HD 307 Leadership & Group Dynamics
PY 202 General Psychology

ELECTIVES
BS 208 A Random Walk through the Financial Maze (accounting prerequisite)
BS 231 Entrepreneurship
CS 306 Microsoft Excel Introductory level
CS 306 Microsoft Excel Intermediate level

All of the above courses are three credits and five weeks in length except for the foreign language courses which are six weeks in length, and the introductory Microsoft Excel course which is two credits and three weeks in length.

DEGREE REQUIREMENTS

GRADUATION REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

A total of 60 semester hours to include:

Successful completion of the associate degree core with a minimum cumulative grade point average of 2.00 on all course work completed through Montreat College.

Satisfaction of general education core requirements and electives as detailed below:

English Composition	6 hours
Literature	3 hours
Bible (Survey of O.T. and N.T.)	6 hours
Math	6 hours
Social Sciences	12 hours
6 hours in history (must include 3 hours in world history and 3 hours in United States history)	
6 hours in other Social Sciences	
Humanities	6 hours
To be selected from art, music, foreign language, philosophy or Bible	
Natural Science	6 hours
Electives	15 hours
TOTAL	60 hours*

*In addition to successful completion of the general education requirements, the student must successfully complete the following competency requirements for the Associate in Science degree.

- Must demonstrate computer competency by either previous course work or by successful completion of CS 102, Introduction to Computers, in the associate degree curriculum (if required, CS 102 can be applied toward elective hours).
- Must demonstrate oral competency by either previous course work or by successful completion of EN 231 Public Speaking and Presen-

tations in the associate degree curriculum (if required, EN 231 can be applied toward elective hours).
- Must have a health or physical education course or a waiver by the dean of adult education (if required, the health or physical education course can be used as elective hours).

If additional semester hours are required to reach the minimum of 60 semester hours or to fulfill general education requirements, they may be obtained in the following ways:

- Additional Montreat College courses
- Montreat College PLUS courses
- Traditional college courses from a regionally accredited institution
- Montreat College "Credit for Prior Learning" portfolio credits
- Standardized examinations-CLEP/PEP/USAFI/DANTES
- Montreat College divisional and departmental proficiency testing
- Correspondence courses from a regionally-accredited institution (maximum of nine semester hours)

Students must earn a minimum of 24 semester hours at Montreat College. ***A student who leaves Montreat College with less than 60 hours or less than a 2.0 grade point average may enroll in another institution and transfer back a maximum of 12 semester hours toward a degree at Montreat College.***

AREA KNOWLEDGE COMPETENCY

In addition, in order to graduate from either the bachelor or associate degree program, each student must demonstrate competency in the area of mathematical computation, oral expression, reading, writing, and computer skills. Competency in these areas may be demonstrated as follows:

Mathematical Computation Competency
May be demonstrated on one of the following three ways:

a) Grade of "C-" or better in Math 101 or above;
   OR
b) passing a math test covering material in any Mathematics 101 course or above;
   OR
c) appropriate placement scores.

Oral Communications Competency
The purpose of this competency is to prepare graduates who can demonstrate skill in oral communication. Specifically, students will give

extemporaneous oral presentations that either inform or persuade. Competency will be achieved when students demonstrate in the context of their presentation clarity of thought, originality of ideas, organization techniques, appropriate diction, critical thinking skills, supporting strategies, and effective delivery. In order for students to graduate from an associate or bachelor degree program, they must meet one of the oral competency requirements as follows:

a) Grade of "C-" or above in English 231 (Principles of Speech or equivalent);
   OR
b) give three satisfactory oral presentations (minimum of five minutes each) according to guidelines established by the English department. The instrument for evaluating these oral presentations is developed by the English department.

Reading Competency

May be demonstrated in one of the following two ways:

a) Grade of "C-" or above in a literature course (EN 211 or equivalent);
   OR
b) appropriate placement scores.

Writing Competency

May be demonstrated in one of the following three ways:

a) Grades of "C-" or above in both English 111 and 112 or equivalent;
   OR
b) appropriate CLEP or APP scores;
   OR
c) passing a writing test based on a review of writing assignments, including a research component.

Computer Skills Competency

Prior to completing 60 credit hours, all students must demonstrate computer literacy in one of the following ways:

a) Successful completion of Computer Science 102 or the equivalent with a grade of "C-" or better;
   OR
b) successful completion of the computer competency examination;
   OR
c) transfer credit received for successful completion of a comparable course taken at another college or university.

Students who have taken computer course work/training as part of their job requirements need to submit training information to the coordinator of corporate articulation and noncollegiate credit for PLA assessment.

GRADUATION REQUIREMENTS FOR BACHELOR OF BUSINESS ADMINISTRATION DEGREE

A total of 126 semester hours to include:

Successful completion of the BBA business core with a minimum cumulative grade point average of 2.00 on all course work completed through Montreat College.

Satisfaction of general education core requirements as detailed below:

English Composition	6 hours
Literature	3 hours
Bible (Survey of O.T. and N.T.)	6 hours
Math 101 or equivalent	3 hours
Social Sciences	9 hours
6 hours in history and	
3 hours in other social sciences	
Humanities	9 hours
To be selected from art, music, foreign language, philosophy, Bible, or humanities	
Natural Science	6 hours
Philosophy of Faith & Learning Seminar	2 hours
TOTAL:	44 hours

NOTE: BS 352 Financial Accounting Issues (in the BBA core) requires a prerequisite of a lower-level accounting class prior to the start of BS 352. This prerequisite must be met by showing proof of successful completion ("C" or better) on an official transcript submitted to the Registrar's Office from another regionally-accredited institution or by successfully completing either BS 206 Principles of Accounting in the associate's degree program or BS 208 A Random Walk through the Financial Maze in the PLUS program. In addition to serving to fulfill the prerequisite requirement, either course will offer three credit hours in general elective credit to be applied toward the 126 hours required to graduate.

If additional semester hours are required to reach 126 semester hours or to fulfill general education requirements, they may be obtained in the following ways:

- Additional Montreat College courses
- Montreat College PLUS courses
- Traditional college courses from a regionally-accredited institution
- Montreat College "Credit for Prior Learning" portfolio credits
- Standardized examinations-CLEP/PEP/USAFI/DANTES

- Montreat College divisional and departmental proficiency testing
- Correspondence courses from a regionally-accredited institution (maximum of nine semester hours)

Additional Requirements:

- All students must take the Major Field Achievement Test (MFAT) business and institutional comprehensive exam upon entering the program in GE 321 Orientation to Adult Learning. This exam is to establish a baseline of knowledge for incoming adult students. The exam will be taken again in BS 462 Business Strategy and Policy prior to completing the program. The desired score for the exit exam is 150 out of 200 points. Those who succeed in scoring 150 or above on the exit exam will be reimbursed for their graduation fee. Any student who misses class when the exam is given is responsible for making it up with the next cohort group (note that exams will not be given on an individual basis).
- Successful completion of the BBA academic journal (requires adviser signature and due two weeks after the completion of last core class).
- Payment of all tuition and fees.
- A minimum of 39 semester hours of BBA business core must be completed through instruction at Montreat College either at the main campus or at an off-campus site.
- Demonstration of area knowledge competency in mathematical computation, oral expression, reading, and writing.

GRADUATION REQUIREMENTS FOR MASTER OF BUSINESS ADMINISTRATION DEGREE

1. Completion of all undergraduate prerequisites.
2. Completion of all graduate work at Montreat College.
3. Satisfactory scores on the MBA comprehensive examination.
4. A cumulative grade point average of 3.0.
5. Graduate course work must be completed within five years of the date of admission into the MBA program.
6. Payment of all tuition and fees.
7. Approval of the faculty.
8. Successful completion of a group research project. In GE 500 Introduction to Graduate Studies, students will investigate various aspects of graduate research and write a proposal on the research project they will be doing as a requirement for the MBA degree. Complete information about the research project will be covered in GE 500. Students should understand that a graduate degree involves substantially more research than an undergraduate degree.

ACADEMIC POLICIES

RIGHTS RESERVED BY THE COLLEGE

The college reserves the right to add or delete courses, to change academic policies, practices, and requirements or to alter the *Bulletin* at any time. Classes with fewer than seven students enrolled may be converted into small group/directed study courses.

It is the policy of the college to make public certain information about its students. In compliance with FERPA, the Family Educational Rights and Privacy Act (P.L. #93-380), Montreat College will continue the policy of releasing directory information defined by the Act to include the following categories of information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institute attended.

Students who do not wish to have any or all of such directory information released without their prior consent must notify the registrar of this fact in a signed and dated statement specifying items not to be published. This notice must be received by the registrar within five days after the beginning of the first session of enrollment.

To facilitate campus communication, the college publishes an in-house roster of students. The college reserves the right to exclude from the college any student whose academic work is unsatisfactory, whose character and morals are not consistent with the ideals of the college, or whose influence is detrimental to the spirit of the college.

By accepting admission into the college, a student is agreeing to abide by all official regulations of the college including those published in this *Bulletin*. While this *Bulletin* presents policies and programs as accurately as possible as of the date of publication, the college reserves the right to make such changes as future circumstances may require.

ACADEMIC ADVISING

All students are advised by the Student Services Office before starting any program. All associate- and bachelor-level students will be sched-

uled for mid-program advising through that office. Bachelor-level students are required to submit the first half of the BBA journal at that time. MBA students may participate in optional mid-program advising and can arrange an appointment through the Student Services Office.

REGISTRATION PROCEDURES

REGISTRATION FOR ADDITIONAL COURSES

All students are automatically preregistered for all courses in their program. Students must register for additional courses, either from the SPAS schedule or courses from other groups, by completing the SPAS registration form. All registrations must be approved by the director of student services and the Accounting Office. If students decide not to take a course for which they registered, they must officially withdraw from that course. Failure to follow the withdrawal procedure will result in a grade of "F" and a charge for that course.

REGISTERING FOR PLUS PROGRAM COURSES

PLUS courses can fulfill either elective course requirements or general education requirements for SPAS graduation requirements. Normally these courses do not have prerequisite requirements. To register for a PLUS course, fill out a PLUS course registration form and send the form with payment to the coordinator of the PLUS program. This is a non-degree program and all courses must be paid for at the time of registration. Various curriculum courses will be constantly added to the course offerings in the PLUS program.

ENROLLING IN TWO COURSES SIMULTANEOUSLY

A student may enroll in additional course(s) while enrolled full-time or part-time in an accelerated program. Students need to preregister for courses on the appropriate registration form, and submit the form to the Student Services and Accounting Offices for approval at least three weeks before the course begins. The director of student services will make the final decision regarding dual course enrollment. Additional financial aid is not available for a dual course.

It is recommended that students not dual enroll more than three times during the program. The Student Services Office strongly discourages last term students from dual enrolling while in BS 422, BS 462, and IS 461 in the BBA program.

Only under extraordinary circumstances may a student enroll in two BBA core courses during a given term. Contact the director of student services for further information.

CHANGING CORE GROUPS

If a student changes cohorts, a change of cohort form should be submitted to the Student Services Office in a timely manner. Note that this will affect financial aid, so the Financial Aid Office should be contacted before making a decision. A change of cohort form submitted after a course start date will be treated in the same manner as a late withdrawal from course.

WITHDRAWAL FROM COURSE

Emergencies may arise which make course withdrawal necessary. However, once full-time students begin a program, they must complete the courses included in the financial aid academic year or it will jeopardize their financial aid. Students must contact the Financial Aid and Student Services Offices if they plan to withdraw from a course.

Students withdrawing from any course will need to follow withdrawal procedures by filing a course withdrawal form with the Student Services Office. Timing is important because withdrawal is official on the date the form is signed by that office. The form should be completed at least two weeks before the class begins. This allows for time to make textbook and course list adjustments, as well as time to contact those who are on a waiting list to get into the course. A telephone call will not suffice for notification of withdrawal. If students do not follow the correct withdrawal procedures, they will be charged for the course and receive a grade of "F."

A student can withdraw from a course through the third class meeting of a course and receive a grade of "W" provided the student has properly withdrawn from the course. Any student withdrawing after the third night of the course will receive a grade of "WF."

If students withdraw from a course after the first class meeting, they will be charged 10% of the tuition cost of the course and will be charged in full for the books and resource fee. If the withdrawal occurs after the second class meeting, they will be charged in full for the tuition and book and resource fees for that course. This policy is also in effect for students not attending a course who have not withdrawn properly.

TEXTBOOKS AND COURSE MATERIALS

Books and materials are delivered to the students at the respective class site on the last night of each previous sequenced course if fee payments have been completed in accordance with the payment policies of the college. If students are absent from any session during which materials are delivered, it is their responsibility to contact the coordinator of program services or Charlotte campus coordinator to make other arrangements. The School of Professional and Adult Studies does not buy back any books or materials. Students may contact any college bookstore and take their books to that college bookstore's book buy-back day to sell their books.

CLASS ATTENDANCE

Because a large portion of the learning in the SPAS programs occurs in class, students are expected to attend and arrive on time for all classes. If students miss a class, they must inform the instructor prior to class and arrange for makeup of class requirements. If students miss two classes, they are in jeopardy of failing that course. If prior arrangements have been made with the professor, the student may be able to pass the course; at a minimum the absence may lead to the final grade being automatically lowered one letter grade. In addition, if students miss three class sessions of a course, they cannot successfully complete the course and must withdraw from (following official withdrawal procedures) and repeat that course. If a student stops attending a course and does not officially withdraw from the course, the student will receive an "F" and be charged for that course.

NOTE: Individual faculty have the right to establish specific guidelines pertaining to attendance and its effect on student grades.

GRADING SYSTEM

The following grade point system is used by Montreat College:

A	4.00
A-	3.66
B+	3.33
B	3.00
B-	2.66
C+	2.33
C	2.00
C-	1.66
D+	1.33
D	1.00
D-	0.66
F	0.00

I Indicates incomplete work.
W Indicates withdrawal.
WF Indicates withdrawal after official withdrawal deadline with a failing grade given.
X Indicates a course which has been audited and for which attendance requirements have been met.

Notes concerning Grading System:

1. "WF" will become automatic unless the Academic Affairs Committee rules otherwise. A course in which the student has earned a grade of "WF" is counted as an "F" when computing overall GPA.
2. All grades are final three months after the date of issuance.
3. If a course grade of "F" has been incurred prior to withdrawal, it will not be removed by withdrawal from the course or from the college.
4. Refer to the following section for information on incomplete grades.

Only in extraordinary circumstances may recorded grades be changed. Contact the director of student services for more information.

INCOMPLETE GRADES

A grade of "I" (Incomplete) will be assigned only if proper arrangements have been made with the instructor prior to the end of the course. A "contract for incomplete" form (available in the Office of Student

Services) must be filed by the professor at the time grades are submitted. This contract must be signed by the student and the instructor; however, if the student is only able to contact the instructor by phone, the instructor may indicate this and sign for both. If proper contact has not been made, the instructor will assign the grade that is earned without completion of the outstanding course requirements.

Once the grade of "I" has been assigned, there is a maximum of a three month time limit for completion of all outstanding requirements. If all course requirements are not completed within the assigned time limit, the "I" will automatically become an "F" on the transcript. If the student withdraws from the program, an "I" becomes an "F" on the transcript. A student cannot have more than one outstanding incomplete grade.

GRADE POINT AVERAGE

The grade point average each semester is computed by dividing the total number of quality points earned by the total number of hours attempted. Courses with a notation of "W" will not be counted as hours attempted in computing grade point average; grades of "F" and "WF" will be counted as hours attempted. No quality points are assigned for grades of "F," "WF," "W," or "X." Cumulative grade point average is computed on all courses taken.

CLASSIFICATION OF STUDENTS

At the beginning of each term, all students are officially classified by the Registrar. Class standing is based on the following:

	Term hours earned	Required cumulative GPA
Freshman	0-29	1.75
Sophomore	30-59	2.00
Junior	60-89	2.00
Senior	90+	2.00

First Time Freshmen: New students who have no college credits, or who have only college credits taken while as a high school student.
Transfer: A student who, after high school graduation and prior to the immediately previous term, has been enrolled in another postsecondary institution before enrolling at Montreat College.
Readmission: A student readmitted to the same program level of instruction after an absence of one or more regular sessions.

HONORS

GRADUATION WITH HONORS

Undergraduate students in the School of Professional and Adult Studies may graduate with honors if they meet one of the following criteria:

1. Earn at least 45 hours at Montreat College and a cumulative grade point average (including hours earned at Montreat College and other schools) of:
   3.85–4.00 summa cum laude
   3.70–3.84 magna cum laude
   3.50–3.69 cum laude

2. Earn at least 60 hours at Montreat College with a grade point average (only those hours earned at Montreat College) of:
   3.85–4.00 summa cum laude
   3.70–3.84 magna cum laude
   3.50–3.69 cum laude

3. Earn between 45 and 59 hours at Montreat College with a grade point average (only those hours earned at Montreat College) of:
   3.75–4.00 with distinction

Scholarship Pins, the highest academic award at Montreat College, are awarded annually to those students who have met the scholarship certificate requirements for three years.

Scholarship Certificates are awarded each year to those students who have met "The Distinguished Scholars' List" or "The Dean's List" requirements for three consecutive terms.

The Distinguished Scholars' List is made up of those students who, during the previous term have met the following requirements: (1) received a grade point average of 3.90 or above on academic work; (2) taken at least nine hours of academic work; (3) received no grade of "I," "F," "WF"; (4) maintained a satisfactory citizenship record.

The Dean's List is made up of those students who, during the previous term have met the following requirements: (1) received a grade point average of between 3.50 and 3.89 on academic work; (2) taken at least nine hours of academic work; (3) received no grade of "I," "F," "WF"; (4) maintained a satisfactory citizenship record.

Who's Who among Students in American Universities and Colleges representatives are selected according to scholarship ability, participation and leadership in academic and extracurricular activities, citizenship, service to the school, and potential for future achievement.

GRADE REPORTS AND TRANSCRIPTS

At the end of each course, the instructor submits grades for each student to the Registrar's Office where they are recorded and distributed to the student. Payments must be current in order for grades to be issued. Those requiring a duplicate grade must request an official transcript.

Requests for transcripts must conform with the Family Rights and Privacy Act of 1974 (FERPA). This requires that all transcript requests be submitted in writing and be signed by the student. Grades may not be given out over the telephone.

There is a $2.00 fee for each transcript requested. The fee must accompany the written request. Requests for faxed transcripts will incur an additional $10 charge ($12 total fee).

Course work taken at other institutions while attending Montreat College to be transferred toward a degree must be included in an official transcript from that institution in order to receive documented credit.

Official transcripts should be sent to:

Registrar's Office
Montreat College
P.O. Box 1267
Montreat, NC 28757

WITHDRAWAL FROM THE PROGRAM

Students wishing to withdraw from the SPAS program must follow withdrawal procedures and file an official program withdrawal form with Student Services Office. An exit interview with the dean of adult education should be scheduled to determine why the student is dropping the program and if and when the student plans to return to Montreat College. For courses in progress, a "W" (withdrawal), will be

recorded on the transcript when formal withdrawal is made before the last half of the class. If a student withdraws after that time, and has failed to meet minimum requirements for passing that particular course, the grade for that course will be recorded as "F." Nonpayment of fees will result in withdrawal from the program.

REENTRY INTO PROGRAM AFTER WITHDRAWAL

A student who decides to withdraw from the MBA, BBA or associate degree program may wish to reenter at a future date. To reenter, the student must contact the Student Services Office to discuss the situation. If the program requirements and costs change between the time of withdrawal and the time of reentry, the new requirements and fees will be in effect. Financial Aid eligibility may also be affected. Contact the Financial Aid Office for further clarification. Before a student can reenter a program after withdrawal, the reentry must be approved by the Student Services, Registrar's, Financial Aid, and Accounting Offices.

When a student plans on reentering any program, the Business Office must first determine that there is no outstanding debt owed for tuition, books, or resource fees.

If it is determined that the student has an outstanding debt, that debt must be paid in full from personal resources prior to reentering the program. The student must then pay for the first two courses or, at a minimum, borrow enough financial aid to cover the first two courses. Note that financial aid is typically disbursed in two halves during an award year.

ACADEMIC INTEGRITY POLICY

DEFINITION OF ACADEMIC DISHONESTY

Academic dishonesty, such as cheating on tests and plagiarizing essays, violates the fundamental trust underlying all academic work—that the work be the product of the student who submitted it. Montreat College defines academic dishonesty as the representation of another's words, ideas, or images as one's own. It applies equally to intentional and unintentional quotations, paraphrases, visual images, auditory images, and all electronic means of storage and communication. Academic dishonesty results in the following disciplines and punishments.

DISCIPLINE OF ACADEMIC DISHONESTY

When professors suspect students of academic dishonesty, they will confront the students with their charges in writing. The only possible disciplinarian actions are, (1) a "zero" for the assignment, or (2) an "F" for the course. Students may choose to admit their guilt of academic dishonesty and waive a hearing. This involves signing the academic dishonesty notice outlining the disciplinary action. The academic dishonesty notice will then be put on file in the Registrar's Office. Students who do not agree to the professor's charges must appear before a panel of faculty members appointed by the vice president and dean of academics on charges of academic dishonesty. During the intervening period, students must continue to attend class.

The panel will convene a hearing with the student and the professor at which the faculty member will explain the student's alleged violation. Students may choose to counter with evidence of their innocence or may admit their guilt.

PUNISHMENT OF ACADEMIC DISHONESTY

If the panel indicates, by simple majority vote, that the student has been dishonest, the panel must fail the student for the entire course (in other words, the option for the professor to fail the student for the assignment only is no longer available). The registrar will notify the student in writing that a failing grade has been recorded for the course, even if the infraction occurs before the semester's official withdrawal date, and that a record of the incident has been placed in the student's file. The impact of the "F" on the grade point average can be eliminated by retaking and passing the course, but notation of the incident remains in the file until the student graduates. Two incidents of academic dishonesty will result in dismissal and a notation of the dismissal placed on the official transcript. The student will not be eligible to reapply to Montreat College for at least two years after the dismissal. If the panel finds the student not guilty of academic dishonesty, it will notify both the student and faculty member and the case will be dropped. No transcript notation or notation in the file will be retained for students found not guilty.

EXONERATION OF ACADEMIC DISHONESTY

If exonerating evidence becomes available in the five business days following the registrar's notification, students may appeal to the Academic Affairs committee. Students must remain in the class and work toward its successful completion during the appeal process.

ACADEMIC AFFAIRS COMMITTEE ACTION

After hearing evidence presented by both the professor and the student, the Academic Affairs committee may affirm or overturn the panel's decision to discipline the student for academic dishonesty. The committee will communicate its decision in writing to the professor and student.

ACADEMIC PROGRESS POLICY

Full-time undergraduate students are meeting satisfactory academic progress if they maintain a cumulative grade point average of 2.0 and are progressing towards a degree. Any student who drops below the required grade point average will be placed on academic probation for three courses. Students on academic probation are not eligible for financial aid. Students who have not regained the minimum grade point average requirement at the end of their probationary period will be placed on academic suspension for a minimum of one year.

Full-time graduate students are meeting satisfactory academic progress if they earn a "B-" or higher grade for each course. Those earning two grades below a "B-" will be withdrawn from the program.

The director of student services will handle appeals or exceptions to withdrawals on an individual basis. To regain admission to the college after a suspension, the student must formally reapply for admission and should make explanation for the scholastic deficiencies, the manner in which the intervening time has been spent, and why the applicant should be given favorable consideration for readmission. The admissions file will be reviewed by the Admissions and Retention Committee and a decision will be reached regarding readmission.

COMPUTER REQUIREMENT

Each student is required to provide a notebook computer as specified by the college. This requirement is necessary because there will be courses where each student must utilize a notebook in the classroom.

ASSIGNMENT FORMAT AND STANDARDS

All papers, projects, and homework assignments are to be done on a computer or typed and presented in the APA (American Psychological Association) format. In some cases MLA (Modern Language Associa-

tion) format will be required for humanities courses. Other assignment specifications will be given by individual faculty members. It is the responsibility of students to give credit for words and/or ideas not their own.

STUDY GROUPS

The foundation of the SPAS educational philosophy and practice is the recognition of the distinction between the younger college student and the student who has assumed the adult responsibilities of self-determination, financial independence, and professional development. The focus of the program encompasses two critical learning objectives. The first of these is shared participant responsibility for self-directed learning and small group dynamics. Professional and personal growth require that individuals develop the skills necessary to manage their own learning.

The second objective is to develop the interpersonal skills necessary for effective participation in groups. Study groups are an integral part of the Montreat College educational model. The groups are normally comprised of three to five students each and meet four hours a week outside of class. Study groups function as mutual support mechanisms through which students can learn more efficient problem solving from the professional expertise of peers.

Although study groups are intended for outside-class activity, many teachers design their in-class activities to include study group participation. Study groups will also increase involvement in the course and class work, enthusiasm and the pursuit of topics to a more advanced level. Students comment on the benefits of small group work and point out that the process of working in a small group, in both supervised and unsupervised settings, encourages critical skills including group decision-making, how to disagree without being destructive, the cultivation of new ideas, and how to include all members in a discussion.

CLASS AND STUDY GROUP ATTENDANCE POLICY

The Department of Education requires Montreat College faculty to adhere to a strict attendance policy for class and study group attendance to maintain Title IV funding. The SPAS programs emphasize group interaction in the classroom as well as in study groups. If students are

absent, they do not gain the benefit of learning from their peers and they also do not have the opportunity to contribute to other student's learning. Students are required to sign the attendance sheet on a weekly basis to certify their involvement in the study group each week.

Study groups and classes must each meet for a minimum of four hours per week. This totals eight hours per course for each week of instruction and does not include the time required to complete the homework for each class. Each week the instructor will turn in attendance rosters for class and the study group meetings. Students should hold their first study group meeting before the first night of class; therefore, anyone dropping into a course/study group must do so three weeks in advance of the course start. Each student in this situtation is responsible for contacting the class representative for placement in a study group.

Students are allowed one excused absence in class (total of four hours) and one absence in study group (total of four hours) without grade penalty. Faculty should state any other penalties for missing class on the course syllabus. If nothing is stated, penalty will occur only after the second absence and will consist of the reduction of the student's grade by one full letter (i.e., from "A" to "B"). If a third night of class or study group is missed, that student will be administratively withdrawn from the course and receive a grade of "W" or "WF." If administrative withdrawal occurs for two courses in sequence, suspension from the program will result.

Should emergencies or situations not covered by this attendance policy arise, the student should discuss the situation with the faculty member who will in turn discuss it with the director of student services. Faculty should take into consideration overall attendance and work in the course before advocating that an exception to normal policy be made for a student. If an exception is to be considered, the instructor must be willing to assign extra work to that student to make up for the additional absence in either the study group of the class.

Study groups should meet at one of the types of locations listed at the top of the study group attendance sheet. If a group chooses another site, it must meet the following criteria:

1. Individual seating area for each member of the group.
2. Desk or flat surface writing area for each student.
3. Adequate lighting to ensure the ability of all students to read.
4. Quiet area with no distractions such as loud music.

5. Adequate temperature control to allow for the comfort of each student.
6. Electrical and phone service to allow students to access the school's library services.
7. Adequate restroom facilities for both men and women.
8. Adequate parking for student convenience.
9. Accessible to all students.
10. A site consistent with facilitating learning objectives of the specific course.

DUTIES AND RESPONSIBILITIES OF THE CLASS REPRESENTATIVE

Every cohort of Montreat College students will have a class representative. The class representative provides a communication link between Montreat College and the class members. A class representative is elected by each class during the first course. A new class representative will be elected at the end of each term. The representative's duties and responsibilities include but are not limited to

1. serving as spokesperson for the group to maintain a constructive dialogue with the college;
2. distributing memos and information from the college office to class members;
3. collecting and returning the end-of-course surveys to the Academic Services Office in the self addressed stamped envelope provided;
4. ensuring that the classroom is in satisfactory condition at the end of each class meeting;
5. assisting the class in organizing any social events;
6. assisting new instructors in making a smooth transition when beginning a new class;
7. attending periodic meetings as scheduled or ensuring another representative from the cohort attends the meeting if the class representative is unable to attend;
8. developing and coordinating the use of the telephone calling chain for informing students of important information such as inclement weather closings;
9. assisting in other program-related matters such as
    a. contacting the coordinator of program services or coordinator of Charlotte campus regarding problems with the delivery of materials or classroom equipment problems;
    b. ensuring that the absent students are contacted regarding

materials delivered and arranging for pickup;

c. returning to the coordinator of program services or coordinator of Charlotte campus extra materials delivered to the group; and
d. asssisting drop-in students in finding a study group that meets at a convenient time for them.

GRADUATION INFORMATION

APPLICATION FOR GRADUATION

Students are required to submit an application for graduation to the Student Services Office at the beginning of the term in which they expect to receive a degree. Students need to apply for graduation early in order to allow for proper evaluation of records and for timely preparation for the ceremony. If students do not graduate at the end of the term for which they applied, a new application needs to be completed.

Applications for graduation will be accepted **no later than** October 1st for December graduation, March 1st for the May commencement, and June 1st for August graduation. Students are encouraged to apply earlier if possible. Students can graduate in August if they wish; however, there is no ceremony or reception in August. Diplomas will be mailed to August graduates one to two weeks after the August 31 degree conferral date.

REQUIREMENTS

To qualify for graduation, students must complete all requirements for their degree by the deadline for their particular degree conferral. **For May graduation:** All requirements and all documentation for the degree must be received by the registrar at Montreat College by **April 30** and all information relative to requests for Prior Learning Assessment (PLA) must be received by March 1. This includes making up incomplete grades as well as having official transcripts received by the Registrar's Office if courses have been taken elsewhere. **For December graduation:** All documentation must be received by the Registrar's Office by December 15 and all information relative to requests for PLA must be received by October 1. **For August graduation:** All graduation requirements must be completed and received by the Registrar's Office by August 31 and all information relative to requests for PLA must be received by June 1. Fees will be assessed by the Registrar's Office to reprint a diploma when

degree conferral has been postponed. Deadlines are strictly enforced and any student with incomplete graduation documentation by the deadline will be moved to the next graduation date.

All students receiving diplomas are encouraged to be present at the May graduation ceremony. Graduates may purchase caps and gowns, invitations, and other graduation supplies through the Campus Store. Only students who have completed all requirements for their degree and have been approved for graduation will be permitted to participate in commencement ceremony.

ACADEMIC GRIEVANCES: STUDENTS RIGHT TO APPEAL GRADES

1. Students wishing to appeal any academic decision which directly affects them should appeal to the faculty member or administrator who made the decision.
2. If not satisfied, an appeal may be made in writing within two weeks to the Academic Affairs Committee which will provide a written response within two weeks.
3. If not satisfied, an appeal may be made in writing within seven days to the dean of adult education. A written response will be returned within seven days.
4. Final appeal may be made in writing directly to the vice president and dean of academics within seven days of the decision by the Academic Affairs Committee. A written response will be returned within seven days.

BBA ACADEMIC JOURNALS

Students in the BBA core curriculum will be expected to keep an academic journal of their learning for each class session. The journals from each course will be compiled and submitted for approval at both the mid-program advising for the first half of the curriculum and at the end prior to graduating from the BBA program. Journal submission at the mid-program advising meeting will cover entries through BS 352 Financial Accounting Issues. The student will receive a grade of "S" for satisfactory progress toward the completion of the first half of their journal or a grade of "U" for unsatisfactory progress. Additional information on this requirement will be provided in GE 321 Orientation to Adult Learning Course. Completion of the BBA academic journal is

required for graduation, and the completed journal is to be submitted two weeks after the last class meeting of the BBA core curriculum. Students unable to meet the BBA journal deadline must request an extension in writing from the dean of adult education.

The BBA academic journal is a partial fulfillment of the BBA degree requirements. After the student reviews the instructions regarding the journal and submits the journal within two weeks after the last class meeting of the BBA core curriculum, the following steps will take place.

1. The journal will be read and corrected by a faculty member,
2. It will be returned for revision.
3. After revision, the student must return two copies of the final journal. (Also include the original copy showing all needed corrections so that the original may be compared with the final version.)
4. If the suggested revisions have not been made, the journal will be returned a second time. This process will continue until a final journal is submitted that meets all of the BBA journal standards. (Note: A journal should not be just a summary of the module or the text; it should be a record of what students have learned from each course.)
5. When the final copy that meets all standards is submitted, the dean of adult education will sign and return one copy of the journal to the student. (The other copy will remain on file in the dean's office.)
6. The Registrar's Office will then release the diploma if all the steps have been taken by the student in preparation for graduation and all fees have been paid.

PROGRAM EVALUATION

In addition to the ongoing course-by-course student evaluations, graduates will be asked to evaluate the Montreat College program via exit interviews, exams, and follow-up evaluations done at three-year intervals. Employers are also asked to participate in this evaluation. Information obtained from these evaluations helps the faculty make decisions about modifications in the program.

LEARNING RESOURCES/ TECHNOLOGY SERVICES

GENERAL INFORMATION

L. Nelson Bell Library (Montreat Campus)

Hours:	Sunday	2:00 P.M. - 11:00 P.M.
	Mon-Thurs	8:00 A.M. - 11:00 P.M.
	Friday	8:00 A.M. - 5:00 P.M.
	Saturday	1:00 P.M. - 5:00 P.M.

*Hours during holidays will be posted

Address: P.O. Box 1297, Montreat College, Montreat, NC 28757

Website: http://www.montreat.edu/library/spas.htm

Telephone: 1-800-496-7727 (Bell Library)
(828) 669-8012, ext. 3504 (Bell Library)

1-800-436-2777 (Charlotte Campus)
(704) 357-3390, ext. 114 (Charlotte Campus)
(828) 667-5044 (Asheville Campus)

Fax: (828) 669-1552 (Bell Library)
(828) 667-9079 (Asheville Campus)
(704) 357-0176 (Charlotte Campus)

Library Staff

Elizabeth Pearson, Library Director (epearson@montreat.edu)
Judi Bugniazet, Associate Library Director (jbugniazet@montreat.edu)
Lynn Holman, Library Services Manager (lholman@montreat.edu)
Erik Chuprevich, Charlotte SPAS Liaison (echuprevich@montreat.edu)
Don Talley, Media Assistant (dtalley@montreat.edu)
Martha Maude Martin,Circulation Assistant(mmaude@montreat.edu)
Sue Diehl, Instruction/Reference Librarian (sdiehl@montreat.edu)

INTRODUCTION TO LIBRARY SERVICES

Today's student is living in what is often called the "information age." Indeed the amount of information that needs to be assimilated every day can be overwhelming. The ability to access and use that information is critical to effectiveness as citizens, family members, and managers. Certainly it is vital to success in the classroom and in the workplace. One of the main functions of the library is to organize and provide access to the vast quantity of information available. Students in the School of Professional and Adult Studies will be expected to analyze trends, prepare case studies, write reports, and complete research projects. Libraries will be an important resource in providing the information needed to complete those assignments.

All of the services of the Montreat College Library are available to those affiliated with the School of Professional and Adult Studies. Reference service is available from the Montreat College library via e-mail or telephone. The online catalog can be searched on the Internet. Electronic services, such as NC LIVE and JSTOR, offer convenient access to the journal literature. Internet access is available from computers in the libraries at the Asheville and Charlotte campuses.

The library staff provides interlibrary loan and document delivery services. In addition, agreements with area libraries have been established to assure access to library resources. A toll-free telephone line is available to expedite student requests. Library books checked out from Montreat College may be renewed by phone. Librarians are designated as liaisons to the Asheville and Charlotte sites to provide individual assistance and orientation to library services.

SELECTING A LIBRARY

There are several different types of libraries, each serving a different purpose. Most libraries fall within the categories of public, academic, or special. Each type of library has its function and any one may serve a particular purpose depending upon the need at the time. When selecting a library to use, it is important to keep these distinctions in mind. The strength of the collection in a particular area of interest is more important than the total size of the library.

PUBLIC LIBRARIES

Public libraries serve the entire population of a geographic region. They are frequently part of a network of libraries and have branches at locations throughout the region served. Collections usually provide general coverage of all topics and in-depth coverage of a few. General reference materials and periodicals on a broad range of subjects are available. Libraries serving metropolitan areas usually have strong business collections. Expect to find basic reference materials, including company and city directories, financial manuals, statistical sources, and tax and legal information. For in-depth research and specialized resources, however, an academic library would be an better choice.

ACADEMIC LIBRARIES

Academic libraries support the educational programs of the institutions with which they are affiliated. They are found in colleges, universities, and community colleges. The quantity and diversity of the materials in the collection will vary according to the size and purpose of the institution. Research materials and extensive files of journal holdings are available for in-depth study of specific topics. Many indexes, abstracts, and reference sources may also be available through computer databases. Many academic libraries have online catalogs which can be accessed from home or office computers. Personnel with advanced degrees in specialty areas may be available to provide reference service. Large university libraries may have reference librarians who specialize in United States and international business and assist in answering questions, locating information, and advising on research strategies.

SPECIAL LIBRARIES

Special libraries comprise a variety of libraries which serve clienteles with specific needs. These libraries include, but are not limited to, those found in hospitals and medical facilities, businesses and industries, government agencies, corporations, museums, and special agencies. Because these libraries serve special interests, their collections are good sources of highly specialized information. Special libraries are often located in public agencies and private corporations. Access and borrowing privileges may be restricted and hours of service and collection size are usually limited. The company library is one type of special library which serves the specific needs of a company or business. The collection will provide in-depth information on topics of concern to the organization. These libraries may not be open to the general public.

GETTING ACQUAINTED WITH THE LIBRARY

If students are using an unfamiliar library for the first time or using a library after a lapse of several years, they will need to establish user privileges and determine the physical layout and location of the basic sections of the library. It is likely that many changes have occurred due to technological advances.

Libraries vary in the borrowing privileges afforded users. There may be fees for library cards and restrictions on the number of items that can be checked out. Borrowing privileges may be limited to patrons who are residents of a particular city, county, or region. Information on borrowing privileges can be obtained at the circulation or information desk. While at the desk, check for any brochures the library has on display. They may indicate operating hours, special collections and services. Some libraries offer orientation programs in the form of tours, pamphlets, and media presentations. The orientation session may serve as a refresher course on library use.

If the library has a page on the World Wide Web, students can quickly learn about all aspects of its services.

Floor plans or maps are usually located throughout libraries, particularly near the circulation desk, as well as near elevators and stairs. Printed floor plans may also be available in large libraries. These plans will save time when trying to locate the various subject areas of the collection.

While no two libraries are exactly alike, every library has several basic parts that include reference area, periodicals, book stacks, and special collections.

REFERENCE AREA

The reference area is the starting point for a research project and can help focus on a topic by providing background information on an area of interest. The main tools of library research are located there along with the major access points to the library's book and periodical holdings—the catalog and the periodical indexes and abstracts. The catalog and the indexes may be searchable by computer.

The reference collection contains the noncirculating directories, almanacs, dictionaries, handbooks, and encyclopedias that provide general information and concise facts and details. City and company directories, statistical sources, and financial reports can be found in this collection.

Reference books usually contain an introductory section that explains how to use the material. The table of contents and/or index will help in determining if the book contains information on a particular topic. Reference materials are also available on CD-ROM, through online services or Internet resources. Reference librarians will also be able to assist in locating and using the appropriate reference materials.

Encyclopedias may be general in scope or subject-specific. Encyclopedias will give an overview of a topic and additional sources of information in the form of a bibliography. Online versions may offer links to related Internet sites.

Dictionaries define the terminology of a field as it is used by practitioners. Some dictionaries go beyond definitions to include word origins. There are many online versions available on the Internet.

Almanacs, yearbooks, and handbooks are designed as quick references to specific facts or as current updates to encyclopedias. They may be general in scope or subject-specific. Some are compilations of statistics, current awareness services, or practical guides to a field.

Indexes, digests, and abstracts are guides to the literature published in magazines, newspapers, and journals. Abstracts offer a short summary of content.

Directories may include phone and fax numbers for contact persons, addresses, and details about the people or institutions cited. There are directories for professional organizations, businesses, companies, and industries. A wealth of directory information can be found through CD-ROM and online services and on the Internet.

Maps, atlases, and gazeteers are good sources for all types of geographic information—locations, climate, population distributions, political boundaries.

Bibliographies are systematic lists of publications or computer resources on specific subjects. Annotated bibliographies include brief summaries of each item listed.

INFORMATION DATABASES

Information databases are similar to indexes and abstracts and are produced so that data can be retrieved by computer searching. They provide citations and abstracts of journal articles and some include full text and graphic images of articles. Some databases index only journal literature, and others cite books as well.

BOOK STACKS

The nonfiction books are arranged on the shelves by subject according to either the Dewey Decimal or Library of Congress Classification System (see "Locating Books on the Shelves"). The book stacks may be open or closed. In most cases, the stacks will be open, allowing a scanning of the shelves to facilitate a quick selection. If the stacks are closed, a selection must be chosen from the catalog and the library staff will retrieve the books from the shelves.

PERIODICALS

Current issues of magazines and journals are usually arranged alphabetically by title. Back issues may be bound together and shelved in the periodicals area or book stacks. Newspapers are usually located in the periodicals collection. Back issues of newspapers and periodicals may be on microfilm or microfiche which require special readers and printers. In some cases back issues will be accessible on CD-ROM or online. Online versions of many newspapers and magazines are accessible through the Internet Periodicals and are available in electronic databases in many libraries.

SPECIAL COLLECTIONS

Some types of materials are separated from the main library collection because they require special handling or research techniques. These include rare books, manuscripts, archives, government documents, and microfilm collections.

GOVERNMENT PUBLICATIONS

The United States government publishes a large quantity of documents every year which provide statistics and other pertinent business information. Libraries designated as document depository collections house and make available to the public certain government publications. Government documents collections, depending on their size, may be treated as a separate collection and classified by the SuDocs Classification system which groups publications by government author. To locate government documents, consult a librarian or check the Monthly Catalog of U.S. Government Publications, the main index to this type of document.

Government documents are issued by authority of Congress or other government offices at the state, local, or national level. Documents range from technical reports to consumer pamphlets. Census reports, military records, congressional proceedings, laws, and presidential papers are among the wealth of information classified as government documents. The reports issued by various government agencies are often the most extensive and up-to-date sources of information available on a topic. Government documents should be consulted when doing industry, marketing, or demographic research.

The USGPO, or the United States Government Printing Office, now publishes data through the World Wide Web on the Internet. These databases include census data, economic statistics for the United States and other countries, demographic information for states, cities, and counties, recent tax laws, presidential speeches, and legislative information on bills in the House or Senate.

RESEARCH STRATEGY

The basic steps in the research process are:

1. Choose a research topic.

Consider particular interests, the library resources available, the length of the paper, and the time allocated to complete the project. Decide what can be accomplished effectively with the resources available. The table of contents or the index of basic books can be consulted in an area of

interest to help define and narrow a topic. A review of journal indexes and abstracts will also help in focusing on a manageable topic for research. Choose a topic of interest; then select an aspect of that topic that is neither too broad nor too narrow to cover adequately within the requirements of the assignment.

2. Gain a general overview.

Gather background information on the topic by reading background articles in encyclopedias, textbooks, and other general resources. A good overview can be obtained from general or specialized encyclopedias. Check the bibliographies at the end of encyclopedia articles for references to additional information. General encyclopedias provide information on a variety of topics, while specialized subject encyclopedias provide more in-depth and thorough coverage of topics in particular areas of interest. As a result of preliminary reading, a topic can be narrowed to begin distinguishing those subject headings that will be used in the research process to retrieve information.

3. Refine the search topic.

Once an overview of the topic is gained, it will become evident if a topic has been selected that is either too broad or too narrow in scope. In some cases, a topic may be so broad that the amount of literature published on it far exceeds what could be managed adequately in any one paper. In this instance, it is necessary to limit the topic to some aspect that is still of interest but is not so narrowly defined that it will be impossible to research. For example, a topic such as "Total Quality Management" is too broad. However, a narrower focus on an aspect such as "Evaluation" or "Costs" or "Case Studies" of "Total Quality Management"could be manageable.

4. Plan a search strategy.

A search strategy will help in successfully locating and using information resources that will result in a well-organized paper. After defining a topic, gather information about it, read and analyze that information, and finally organize and present the findings in writing. The best strategy ensures obtaining all the necessary information in the most efficient way.

Consider which types of information will best suit the assignment. A

retrospective or historical viewpoint will require books on the subject. If current information is needed, use periodical literature and authoritative Web resources. Areas of continuing and rapid development, like the social sciences and natural sciences, demand more current information. On the other hand, topics in the humanities often require material that was written many years ago.

Analyze the topic for relevant subject headings that can be used as search terms. Subject headings define the contents of a book or article and can be used to search for information in catalogs, databases, indexes, and abstracts. To discover appropriate subject headings, think of terms that most closely reflect the topic and its central focus. If those headings do not yield results, broaden the search to more general terms or break it down into more specific terms. Think of likely synonyms and key words.

5. Identify potentially helpful documents.

Use the selected subject headings to search the catalog and periodical indexes for appropriate documents on the topic. Library catalogs, indexes, computer databases, and websites provide access to the resources that will form the basis of a paper. Copy the complete citation of potentially helpful sources, taking note of all items that may prove useful. Eliminate sources as the research progresses. Always look for possible additional sources listed in bibliographies at the end of articles, chapters, and books. Standard or classic works in different subject areas are usually cited frequently in the literature of that field.

6. Locate the documents.

Use the copied citations to retrieve materials. The library may not have all the items listed in periodical indexes, bibliographies, and databases. However, those items usually can be obtained through interlibrary loan or document delivery services.

7. Scan the documents to evaluate their usefulness.

Skim introductory material, note chapter and section headings, and read abstracts and conclusions. Take note of the copyright date. Check the credentials of authors and editors. Look for supporting evidence that the sources selected are valid and well researched.

Be critical in citing websites. Consider the accuracy, authority, objectivity, currency, and coverage of websites. Is it clear who wrote the page and their credentials? What is the purpose of the page? Check the URL domain (.edu, .gov, .org, .com, or .net) to determine what institution published the document. Does the page provide accurate information with limited advertising? When was the site produced and updated? Are the links up-to-date? Is there a fee to obtain the information?

8. Read and take notes on selected sources.

Take thorough and accurate notes so the source can be identified later and used in the bibliography if that source is cited in the paper. Include complete classification numbers for books. Follow the examples in a style manual, such as the APA Manual, to cite print and electronic sources.

9. Keep the research process in mind.

Go to the library prepared to accomplish a specific objective. Evaluate results as the research proceeds. A good search strategy should provide sufficient and appropriate citations related to the topic. Take advantage of the assistance available from the reference librarians.

Remember that the research process does not necessarily follow one straight path. Follow leads discovered in the process. Valuable information is sometimes discovered in unexpected places. Be prepared to revise the original thesis statement as more is learned about a subject. Browse the bookshelves and check the table of contents of journals. Think of alternative sources of information, such as organizations, government agencies, and people who serve as contacts in different fields.

For each source used, record the following information: author, title, publisher, date of publication, call number, pages, and summary notes. Record the exact URL for Internet resources. Also note the name of the library where each source is located in case additional consultation is necessary. Be certain that any quotations are accurate. This information will be needed for the footnotes and bibliography of the paper. Careful note taking will save time in the long run, especially if relocating the sources cited becomes necessary.

LIBRARY ONLINE CATALOG

Montreat College library holdings are listed in an online catalog available through the college Web site at http://www.montreat.edu.

The online catalog contains the holdings of six college libraries: Montreat, Brevard, Lees-McRae, Lenoir-Rhyne, Mars Hill, and Warren Wilson. These colleges are members of the Mountain College Library Network, Inc, a resource sharing consortium which allows students access to the joint holdings of the member libraries. Montreat College students and faculty may request borrower cards from the Montreat College library that can be used at the other libraries. The Montreat College library can also submit requests to the other libraries by fax. Montreat faculty and students are responsible for abiding by the circulation policies of the lending library.

SEARCHING FOR BOOKS

The library's catalog is its list and description of the materials in its collection. The library catalog may be a traditional card catalog, a catalog printed in book form or on microform, or an OPAC, an online public access catalog. Catalogs may list, in addition to books, periodicals and nonprint materials found in the library. Whichever type of catalog is available, the records for each item will contain all the data needed to locate that item on the shelves. A catalog may contain the holdings of one library or it may be a union catalog which includes the holdings of more than one library in a network or region.

Each book in the library is represented by author, title, and subject records. An online catalog may provide additional access points, such as key words or ISBN (International Standard Book Number).

AUTHOR SEARCHING

The author is considered to be the person or group of people responsible for the content of a book. An author is usually a personal name, but it can also be the name of a company, organization, or government agency. Names beginning Mc or Mac are usually interfiled as though they all began "MAC." In catalogs the author record is considered the

main entry and contains all the bibliographic information for the item, including author, title, publisher, date of publication, and subject headings.

TITLE SEARCHING

When searching for a specific title, always drop the initial articles "a," "an," or "the," and search for the next word in the title (i.e. [The] One Minute Manager, [The] Portable MBA). Numbers in a title may be filed as though they were spelled out or they may be filed at the beginning of the catalog before the alphabetic titles.

SUBJECT SEARCHING

Most searching is done by subject. Each book is assigned one or more subject headings from a list of established terms, the Library of Congress subject headings. To find the subject headings used in the catalog, look up a subject in the alphabetical listing. Subject terms that are not used in the catalog will have a "See" note directing to the headings that are used. "See also" references will list subject headings closely related in meaning to the one chosen.

If books appear unavailable when using a given term, it may be that the library uses a different word or phrase for books on that topic or the library may not have books dealing primarily with that particular topic. However, information on that subject may occur as a chapter of a book or in a journal article. When using an online catalog, try combining subject headings to broaden or narrow a search. Use the words "and" or "or" to combine search terms to locate more precisely what is needed. For example, if searching for information on management by objectives, try combining "management" and "objectives," to narrow the search to include only materials in which both of those words occur. To broaden a search to retrieve materials containing either the word "management" or the word "objectives," combine the terms with the word "or." The Boolean operators "and" and "or" are used to incorporate multiple concepts and synonyms into a search strategy. These Boolean operators are frequently used in searching online databases.

KEY WORD SEARCHING

Computerized catalogs may allow for key word searching. All of the major words in the title and subject headings are indexed. For example,

an article entitled "Mentor Program Promotes Opportunity for All" would be listed under the key words of mentor, program, promotes, opportunity, all.

COLLECTING CITATIONS FROM THE CATALOG

When a book has been located in the catalog, write down these items:

1. The call number.

Once a catalog record for a book relevant to a particular topic has been found, copy the entire call number. Each book in the library has a unique call number, and this number will be needed to locate the book on the shelf. When using a union catalog, check to see which library has the book. Online catalogs usually indicate if a book is checked out or available. While locating a book on the shelf, scan the titles on the shelves for additional books on the topic.

2. The bibliographic citation.
The catalog record has all the information needed for the bibliography. Author, title, place of publication, publisher, and date of publication are given.

LOCATING BOOKS ON THE SHELVES

Books are arranged on the shelves according to either the Dewey Decimal or the Library of Congress classification system. The basic subdivisions of each system are outlined below. Business materials are usually located in the 650's section of the Dewey Decimal system and in the HF section of the Library of Congress system.

SUBJECT CLASSIFICATION SCHEMES

Dewey Decimal

000 General Works
100 Philosophy
200 Religion
300 Social Sciences
400 Languages
500 Pure Sciences
600 Technology
700 Fine Arts
800 Literature
900 History

Library of Congress

A General Works
B Philosophy/Religion
C History/Auxiliary Science
D History and Topography
E American History
F American History
G Geography/Anthropology
H Social Science
J Science/Political
K Law
L Education
M Music
N Fine Arts
P Languages
Q Science
R Medicine
S Agriculture
T Technology
U Military Sciences
V Naval Sciences
Z Bibliography Library Sciences

PROBLEMS LOCATING A BOOK

Check the surrounding shelves and tables. Someone else may have been using the book. Also check to see if the call number is copied correctly. If the book is not on the shelf, check for books that cover nearly the same material since something equivalent may be in the same section. Ask the librarian at the circulation desk if the book is checked out. Sometimes it is possible to have a book held when it is returned. If the item needed still cannot be found, interlibrary loan is another option.

INTERLIBRARY LOAN

The interlibrary loan system is an agreement between libraries whereby materials not available in one library may be borrowed from another library. Books and journal articles may be loaned or borrowed for a given period of time for the use of the library's patrons. Montreat

College will provide interlibrary loan service to the School of Professional and Adult Studies. Requests may be placed through the electronic interlibrary loan forms; see the library website for a link to the article and book request forms. Submit one form for each book or article requested. Students may also fax or phone requests to the Montreat College library.

Always plan ahead when requesting materials through interlibrary loan because it may take from five to 15 days to receive the documents. Varying circumstances may require a longer time period.

The Montreat College library will mail or fax items or send them directly to a class site. Copyright restrictions apply to interlibrary loan, limiting the number of articles a library can borrow in one calendar year to a maximum of five articles from the same journal title.

SEARCHING PERIODICAL LITERATURE

Periodicals are published with greater frequency than books, and therefore contain information that is more up-to-date. Because currency is crucial in the business world, the periodical literature is of vital importance in preparing reports and presentations. The latest statistics, trends, and research in many areas of business are often issued in newspapers and periodicals.

Periodicals include journals and magazines. Journals are publications containing news or material of interest to a particular occupation or profession. Magazines include publications which contain a collection of stories, articles, essays, and other material of general interest. Periodical indexes and abstracts are the main access points to the vast literature published in magazines, journals and newspapers. Indexes and abstracts are available in print, in computer databases, and in a variety of online services on the Internet.

Abstracts provide the same information as indexes with the addition of a brief summary of the article contents. The summary helps in determining if an article is relevant to a particular topic.

Newspaper indexes, such as the Wall Street Journal Index, list articles appearing in that particular newspaper over a given period of time.

Articles can be searched by subject, with each citation providing page numbers and dates that help in locating the correct issue.

Most libraries will have a periodicals holdings list that indicates which periodicals are available in the library along with the volumes held and the format (bound, microfiche, electronic, etc). This information may also be available on the library's web page. Backfiles of journals and newspapers may be found in bound volumes in the library stacks or periodicals area or may be stored on microfilm, microfiche, or in electronic databases. Databases such as JSTOR contain extensive files of articles from selected journals. Services such as NC LIVE also contain databases with many full text journal articles in a variety of subjects.

If the library does not have the periodical needed, several other options exist. Check available periodical lists, such as the MCLN Union List (available from the college website), to see if area libraries have the periodical. Try requesting a copy of the article through interlibrary loan or through a document delivery service. Contact the Montreat College library for assistance.

SEARCHING COMPUTER DATABASES

Many printed indexes and abstracts are also available as computer databases. Some databases include the full text and graphics (photos, charts, graphs, tables) of the articles. The computer can search and retrieve information much faster than a manual search of the printed indexes. Citations usually can be printed from a printer rather than copied by hand. The computer can search for the occurrence of a word anywhere in the citation. It is also possible to combine terms using Boolean operators to define and limit the results. Some databases are available on CD-ROM and others are accessible online or through the Internet.

There are advantages and disadvantages to searching computerized databases.

1. Most databases contain citations for several years and many cover 10 to 20 years. All of the years can be searched rapidly; whereas the printed versions must be consulted one volume at a time. How-ever, in some cases, to gain a historical perspective on a topic, it is important to check the retrospective printed volumes.

2. In addition to the standard citation, some databases include information such as an abstract, the language of the article, type of article, and in some cases, the article itself. Literature can be searched in databases by a number of access points, including author, subject, journal title, year of publication, company name, and industry type.

3. Search terms can be combined using Boolean operators to define and limit search results in most databases. However, computers retrieve only the specified information, and "browsing" for information that is indirectly related to a topic is not available as it is with printed indexes.

4. Databases provide access to more resources than most libraries contain. Citations to literature all over the world can be accessed rapidly through computers. Some databases include items not found in printed equivalents.

5. Databases are updated frequently and may contain more recent information than the printed indexes. However, much of recorded knowledge is only available in printed/paper sources.

6. Some databases are user friendly and are easily searched without assistance. With the necessary computer equipment, accessing databases from home or office is possible. To determine if local libraries have catalogs or databases that can be accessed by computer, call the library's reference desk, or check the library's website.

7. Access to the Internet and some databases may be limited only to students enrolled at that institution.

8. Databases typically include information available nationally and internationally. However, regional and local information may not always be readily available through electronic sources.

DATABASES

The following databases can be accessed from computers at the Asheville and Charlotte campuses.

NC LIVE, an electronic library service of the state of North Carolina, provides access to over 40 databases in a variety of subjects ranging from education, health, business, psychology, and law. The databases

include full-text journal articles, directory information, indexing, newspaper articles, and encyclopedias. Contact the Montreat College Libary to obtain a password for remote access. http://www.nclive.org

JSTOR provides digital access to the complete backfiles of selected scholarly journals. Full image articles from important professional journals in the social sciences, humanities, and natural sciences are searchable by topic, author, or key words. Text, graph, charts, and illustrations are included. http://www.jstor.org

BRITANNICA ONLINE is the online version of the Encyclopedia Britannica. Entries contain links to related Internet sites. http://www.eb.com: 180

UNCOVER is a database of current article information from numerous journals. The database contains brief descriptive information on articles that have appeared since fall 1988. Contact the Montreat College library to obtain articles. http://uncweb.carl.org

LEXIS-NEXIS ACADEMIC UNIVERSE provides in-depth information on legal, government, and business subjects. The database contain mainly full text articles from journals and wire services. Lexis-Nexis contains business news, company financial information, industry and market news, stock reports, federal regulations, and legal news. http://web.lexis-nexis.com/universe

MLA INTERNATIONAL BIBLIOGRAPHY contains bibliograpic citations pertaining to literature and language. MLA is international in scope, providing access to scholarly research in literary journals in many languages as well as monographs, dissertations, and conference proceedings. http://spweb.silverplatter.com/c99387?

ALTA religion database, compiled by the American Theological Library Association, provides comprehensive coverage of religious studies and includes citations to journals, essays and book reviews. Coverage spans 50 years and includes biblical studies, world religions, church history, and religious perspectives on social issues. (On NC Live) http://www.nclive.org

LITERATURE RESOURCE CENTER (Gale Net) provides access to biographies, bibliographies, and critical analysis of authors from all time periods and literary disciplines. The database includes full text articles

from literary journals, plot summaries, and critical essays on well-known writers. http://galenet.gale.com

AMERICA: HISTORY AND LIFE (ABC-CLIO) covers United States and Canadian history and culture from prehistoric times to the present. The database contains citations to English-language journal articles and books. http://serials.abc-clio.com

HISTORICAL ABSTRACTS (ABC-CLIO) is a guide to world history from 1450 to the present (excluding North America which is covered in America: History and Life). The database contains annotated citations to English-language journal articles and books. It provides the researcher with information from all branches of world history—political, military, economic, cultural, and social. http://sb2.abc-clio.com:81

GROVE DICTIONARY OF MUSIC AND MUSICIANS (Grove Music) is a comprehensive source of detailed information on music history, instruments, composers, performers, and musical genres. http://www.grove.music.com

GROVE DICTIONARY OF ART ONLINE (Grove Art) contains articles and images on every aspect of the visual arts with comprehensive coverage of all countries and historical periods. Entries cover both the fine and decorative arts and include biographies of artists. http://grove.art.com

AGREEMENTS WITH AREA LIBRARIES

Montreat College maintains agreements with area libraries to facilitate convenient access to needed information resources. SPAS faculty and students may use the following libraries under the terms and conditions specified in the established agreements. Borrowing privileges are available as indicated by the individual library. Students and faculty are responsible for understanding and abiding by the policies of these libraries.

University of North Carolina at Asheville
http://www.unca.edu

University of North Carolina at Charlotte
http://www.uncc.edu

Winthrop University
http://www.winthrop.edu/dacus/default.htm

Asheville-Buncombe Public Library
http://ils.unc.edu/nclibs/asheville/ablshome.htm
Public Library of Charlotte/Mecklenberg County
http://www.plcmc.lib.nc.us/
Henderson County Public Library
http://www.henderson.lib.nc.us/
Caldwell Community College
http://www.caldwell.cc.nc.us/
Mitchell Community College
http://www.mitchell.cc.nc.us/

MOUNTAIN COLLEGE LIBRARY NETWORK LIBRARIES

Contact the Montreat College Library to obtain a guest borrower's card.

Brevard College
http://www.brevard.edu
Asheville-Buncombe Technical Community College
http://www.asheville.cc.nc.us
Blue Ridge Community College
http://204.211.35.10
Haywood Community College
http://w3.haywood.cc.nc.us
Lees-McRae College
http://www.lmc.edu
Lenoir-Rhyne College
http://www.lrc.edu/library/library3.htm
McDowell Technical Community College
http://www.mcdowelltech.cc.nc.us
Mars Hill College
http://www.mhc.edu
Warren Wilson College
http://www.warren-wilson.edu

COURSE DESCRIPTIONS

ASSOCIATE IN SCIENCE

AR 111 Art and Aesthetics (3 credits, 5 weeks): Students gain an historical perspective on the development of aesthetics in human culture that challenges them to discover, explore, and define personal and cultural presuppositions about the arts; and to encourage the development of a personal philosophy of the arts. The student is guided through creative interaction with various elements and properties of art, drama, and music, both in the classroom and in the art gallery, theatre, or concert hall.

BB 101 Survey of the Old Testament (3 credits, 5 weeks): A study of Hebrew history, faith, and literature. Emphasis is given to the origins described in Genesis, the religious significance of the Exodus, the Mosaic Covenant, and the major teachings of the prophets. Examination is made of the relationship of God and humankind and the unfolding plan of redemption.

BB 102 Survey of the New Testament (3 credits, 5 weeks): A study of the content, history, and teachings of the New Testament. Introductory material on the theology of the New Testament and origins of the Christian church is included.

BS 101 Introduction to Business (3 credits, 5 weeks): A survey course designed to inform students of the fundamentals of business with particular attention to the historical and economic foundations of the capitalistic system; the global marketplace; social and legal environments; human resources; marketing; management information systems; and financial management.

BS 103 Introduction to Economics (3 credits, 5 weeks): An introduction to basic economic principles, this course includes a survey of supply, demand and the price mechanism, cost analysis, factors of production, economic systems, business cycles, the role of government in the economy, and current economic issues.

BS 206 Principles of Accounting (3 credits, 5 weeks): A study of basic theory and practices for services and mercantile businesses including rewarding techniques, statement preparations, and simple financial analysis. Emphasis is on the understanding of accounting concepts.

BS 209 Principles of Management (3 credits, 5 weeks): An introductory course to management structures around the basic management functions of planning, organizing, leading, and controlling. The course explores the

functions of the management process in for-profit and not-for-profit organization, large and small. Special topics include globalization, quality, competitiveness, teamwork, ethics, and entrepreneurship.

BS 230 Principles of Marketing (3 credits, 5 weeks): A general overview of the scope and significance of marketing. The course emphasizes the marketing and consumer and industrial goals and analysis of marketing functions and institutions. Marketing policies and practices of business firms are introduced.

CS 102 Introduction to Computers (1 credit, 8-hour day): A general knowledge of computer hardware and some basic software requirements for the first-time or novice computer user.

EN 111 Writing and Research for Adults (3 credits, 6 weeks): This course involves studying and practicing those matters of writing that affect readability, including effective style (accuracy, clarity, conciseness), appropriate punctuation, and correct use of grammar and usage. Students will be shown that writing is a process that includes prewriting, composing, and rewriting for both personal essays and research papers. In addition, students will write a research paper.

EN 112 Writing and Literary Analysis (3 credits, 6 weeks): A study of literary genres, including short stories, poetry, and drama. Discussion will focus on critical analysis of literary themes, and writing will focus on interpretive essays.

EN 211 Masterpieces of Literature (3 credits, 5 weeks): Students read and discuss selections from world literature, focusing on themes such as humankind's relationship to nature, God, others, and self.

EN 231 Public Speaking and Presentations (3 credits, 5 weeks): Instruction in the oral communication of original ideas, with a concentration on impromptu and extemporaneous speaking styles essential to success in the classroom and workplace. Students will receive specific training in the organizational and thinking skills needed to structure informative and persuasive speeches as well as the performance skills required to give confident, authoritative presentations.

ES 111 An Overview of Environmental Studies (3 credits, 5 weeks): A study of the ecological background, including the crowding of the earth, natural resources, chemicals in the environment, and their impact on society.

HD 211 Human Growth and Development (3 credits, 5 weeks): A survey of the physical, cognitive, psychosocial, moral, and faith development of the individual. Both biological and environmental influences will be explored including topics such as race, class, and gender.

HL 103 Executive Fitness (1 credit, 8-hour day): Basic instruction in the areas of lifetime fitness benefits, diet, and stress reduction. Students will be expected to actively participate in the physical activities and discussions.

HS 111 Major Issues in World Civilization (3 credits, 5 weeks): A study of the major periods in world history with primary attention given to western civilization. Topics covered include the dawning of civilization, Classical Greece and Rome, Christianity and Islam, Medieval institutions, Reformation/Renaissance, absolute monarchy, democratic revolution, European nationalism, World War I and II, and Pre/Post Cold War.

HS 211 Early American History (3 credits, 5 weeks): A study of the events that led to the settlement of the North American continent, the transit of English civilization to this continent, and the resulting impact that this settlement created on world history. Special attention is given to cultural and religious values, society, the economy, lifestyles, political institutions and processes, and the problems involving unity for a diverse colonial world.

IS 202 Modern Christian/Secular Worldviews (3 credits, 5 weeks): An interdisciplinary course examining the worldviews, trends, and problems of twentieth century Western man. A Christian worldview and secular thought will be contrasted in several areas, including science and modern literature.

MT 102 Mathematics for Management (3 credits, 6 weeks): This course examines various concepts of basic algebra. It assists in building skills for performing specific mathematical operations and problem solving. Applications in various areas including statistics, finance, and economics are demonstrated and discussed.

MT 122 Elementary Statistics (3 credits, 6 weeks): Introduction to basic statistics using an intuitive approach for understanding elementary concepts of descriptive statistics. Topics include populations and samples, summarizing statistics, reading and interpreting graphs, and using statistics correctly in a variety of settings.

PC 111 Matter and Energy (3 credits, 5 weeks): A survey of the development of the concepts of matter and energy within the disciplines of chemistry and physics. The focus will be on modern applications to the earth and beyond.

BACHELOR OF BUSINESS ADMINISTRATION

BS 305 Managerial Communications (3 credits, 6 weeks): A study of managerial communications designed to assist the student in the uses of visual, oral, and written languages as managerial tools. An overview of basic grammar, punctuation, and American Psychological Association (APA) style of documentation will be included.

BS 309 Business Ethics (3 credits, 5 weeks): An analysis of business policies and practices with respect to their social impact patterns of governmental regulations, political activities of trade associations and other special interest groups, the relationship between public policy and the growth of corporate enterprise, and the social responsibilities of business management.

BS 311 Business Law (3 credits, 5 weeks): An introduction to the fundamentals of business law to familiarize students with the language, elementary principles, and methodology of the legal system. Primary emphasis is placed in the areas of contracts, agency and employment, and personal property.

BS 314 Data Analysis for Business (3 credits, 6 weeks): This course surveys descriptive statistics with emphasis on practical applications of statistics and statistical analysis. It includes an examination of the rule of statistics in research, statistical terminology, the appropriate use of statistical techniques, and the interpretation of statistical findings in organizational and business research.

BS 320 International Business (3 credits, 5 weeks): A study of business as practiced in different nations and cultures. The influences of difference in the political, competitive, economic, social, legal, and technological environments on the main business functions (marketing, production and finance) and business effectiveness are examined. Also included will be coverage of international financial instability and exchange rate volatility. Foreign currency hedging problems are explained and solved.

BS 350 Administrative Theory and Organizational Behavior (3 credits, 5 weeks): A study of management techniques and leadership as well as their applications to improving managerial effectiveness. The course will stress the importance of wholesome relationships between persons in business and how to maintain sound relationships between employer, employee, and customer.

BS 351 Economics: Theory, Concepts, and Issues of Micro and Macro (3 credits, 6 weeks): This course will relate economic theory and current economic events to the problem of effective production and marketing decision making. Emphasis will be on both micro and macro views.

BS 352 Financial Accounting Issues (3 credits, 6 weeks): A survey of the procedures of the accounting process, with emphasis on identifying, recording, classifying, and interpreting transactions and other events relating to proprietorships, partnerships, and corporations. *Prerequisite: BS 208 A Random Walk through the Financial Maze, or BS 206 Principles of Accounting, or equivalent.*

BS 403 Leadership and Human Resource Management (3 credits, 5 weeks): This course focuses on the role of leadership and human resource management as a staff function within an organization, including recruiting, interviewing, personnel planning, wage and salary administration, management development, and motivation. The importance of interpersonal relationships among employees is also considered.

BS 422 Issues in Corporate Finance (3 credits, 6 weeks): A study of the conceptual framework for determining the value of the organization and cost of capital to the organization as impacted by investment, financing, and dividend policy with consideration given to risk/return factors. *Prerequisite: BS 452 Managerial Accounting Issues.*

BS 437 Marketing Management (3 credits, 5 weeks): An integrated course in marketing, systematically oriented with emphasis on the marketing mix, the formulation of competitive strategies, and special attention to the control function, market analysis, marketing information, and sales forecasting. Case analysis and/or simulation is stressed.

BS 452 Managerial Accounting Issues (3 credits, 6 weeks): An in-depth study of the role that accounting data plays in the decision-making process of managers of both for-profit and nonprofit organizations. *Prerequisite: BS 352 Financial Accounting Issues.*

BS 462 Business Strategy and Policy (3 credits, 5 weeks): A case study and simulation approach designed to integrate the areas of marketing, management, accounting, finance, and economics. A capstone endeavor in which techniques from all functional areas are brought to bear on contemporary and future business problems.

CS 301 Computer Business Applications (3 credits, 5 weeks): Introduction to computer applications and associated hardware and software. Word processing, data management, and spreadsheet software packages are studied. Involves extensive hands-on experience.

GE 321 Orientation to Adult Learning (2 credits, 4 weeks): An orientation to the college's adult program: planning, time management, group interaction, personal and professional growth, use of library resources, other related academic concerns, and a general overview of business.

IS 461 Philosophy of Faith and Learning (2 credits, 4 weeks): A course designed to help students define their personal Christian philosophy of life by integrating faith and learning. Students will be challenged to explore their Christian calling and to consider ways in which they can exert a Christian influence in the world today.

BS 314 Data Analysis for Business (3 credits, 6 weeks): *Prerequisite for BS 560 Quantitative Methods in Business.* A survey of descriptive statistics with emphasis on practical applications of statistics and statistical analysis. Includes an examination of the rule of statistics in research, statistical terminology, the appropriate use of statistical techniques, and the interpretation of statistical findings in organizational and business research.

BS 351 Economics: Theory, Concepts, and Issues of Micro and Macro (3 credits, 6 weeks): *Prerequisite for BS 545 Current Economic Analysis.* This course will relate economic theory and current economic events to the problem of effective production and marketing decision-making. Emphasis will be on both micro and macro views.

BS 362 Financial and Managerial Accounting (4 credits, 8 weeks): *Prerequisite for BS 570 Advanced Managerial Accounting. A* survey of accounting procedures with emphasis on indentifying, recording, classifying, and interpreting business transactions and the use of accounting information for management decision-making.

BS 422 Issues in Corporate Finance (3 credits, 6 weeks): *Prerequisite for BS 550 Financial Management Practices.* A study of the conceptual framework for determining the value of the organization and cost of capital to the organization as impacted by investment, financing, and dividend policy with consideration given to risk/return factors.

BS 525 Applied Management Theory (3 credits, 6 weeks): This course is designed to provide knowledge of the functional areas of management within a business organization. Factors impacting the management process are examined in detail, and current and future issues facing managers in the twenty-first century are explored. A major emphasis of this course will include the technological implications facing management in the global business community.

BS 530 Ethics and the Legal Environment (3 credits, 6 weeks): A survey of ethical and legal issues facing management in complex global business situations Ethical questions are addressed in a case study method with alternative approaches and solutions analyzed and evaluated. Traditional ethical theories are studied and applied to contemporary business decisions. Students are encouraged to consider a "stakeholder approach" which considers the broad ramifications of business actions. Corporate codes of conduct and methods of communicating and enforcing ethical expectations are covered.

BS 535 Analysis of Management Information Systems (3 credits, 8 weeks): Advanced software analysis from a management standpoint is the major focus of this course. The study and use of software applications are developed to enhance the decision-making processes of management. Characteristics of various software applications are compared, and issues related to artificial intelligence, systems analysis, networking, database management, and telecommunication are examined for use in the information age of global expansion. Students will use computers for case analysis purposes.

BS 540 Seminar in Marketing Strategies (3 credits, 6 weeks): This course focuses on the marketing policies necessary for success in the global business community. Marketing institutions are examined with an emphasis placed on customer-driven organizations. Current issues in pricing, promotion, distribution, and product development are explored from a management perspective. Technological developments impacting marketing policies are considered in detail.

BS 545 Current Economic Analysis (3 credits, 6 weeks): This course is designed to provide the student with a knowledge of the various micro- and macroeconomic theories and their applications to organizational purposes. Various economic issues are examined from a global perspective, while issues of fiscal policies, money and capital markets, exchange rates, and global economic and capital budgeting are explored. Selected topics in capital valuations, mergers, takeovers, and reorganizations are evaluated in detail. *Prerequisite: BS 422 Issues in Corporate Finance.*

BS 560 Quantitative Methods in Business (3 credits, 6 weeks): A survey of quantitative methods used for managerial decision-making. Issues covered include linear programming, queuing models, statistical process control, simple and multiple regression, time series analysis, and business forecasting. Utilization of computer software to enhance quantitative decision-making will be achieved through computer exercises. *Prerequisite: BS 314 Data Analysis for Business.*

BS 565 International Business (3 credits, 6 weeks): This course is designed to provide the student with information related to global business strategies from a multinational perspective. Issues covered in the course include exporting, licensing, joint ventures, strategic alliances, countertrading, foreign subsidiaries, and transplant manufacturing facilities. Focus will include the impact of foreign exchange, balance of trade, and international monetary markets on multinational activities.

BS 570 Advanced Managerial Accounting (3 credits, 6 weeks): A survey of accounting information from a managerial perspective. Accounting procedures and practices including cost/volume/profit analyses, capital expenditures, profit centers, budgeting, and project

planning and control. Financial information for internal management use will be a major focus of study. Accounting software packages with business simulation exercises will be utilized based on state-of-the-art technology. *Prerequisite: BS 362 Financial and Management Accounting.*

BS 575 Current Issues in Business (3 credits, 6 weeks): This course is offered to include current and future dynamics within the modern business organization. Focus will be on any number of areas, including but not limited to labor relations, total quality management, reengineering, core competencies, workforce diversity, robotics, and manufacturing. The thrust of the course will vary from class to class allowing flexibility in discussing current and future trends in business for the twenty-first century.

BS 580 Strategic Planning and Research Analysis (3 credits, 6 weeks): A capstone course designed to integrate the functional areas of business and provide the management of a company with the knowledge to forecast and capture market share for immediate and future profitability. The strategic planning process is evaluated in-depth with a consideration for environmental, social, legal, and market force dynamics. Case studies will be utilized, and simulation exercises through computer software will enhance the understanding and importance of strategic planning. Each student will present a comprehensive research paper to the class.

GE 500 Introduction to Graduate Studies at Montreat College (3 credits, 6 weeks): This course is designed to help students understand the nature of graduate studies at Montreat College. Course content will focus on team-building, the extensive use of research required in graduate education, and the Christ-centered mission of the college. The relationship between faith and learning, ethical theory, normative ethics, and stewardship will be thoroughly examined and explored from a historical and biblical perspective.

PROGRAM LISTING FOR UNDERGRADUATE STUDIES (PLUS)

AT 111 Astronomy I (3 credits): A study of the appearance of the sky, the sun, and the moon; the theory of solar system formation, and the resolution of conflicts between science and the Bible.
AT 112 Astronomy II (3 credits): A study of stars and galaxies and the means by which we obtain information about them. Stellar and galactic life cycles will be studied. The nature and origin of the universe and theological implications of such will conclude the course.
BB 201 Old Testament Theology (3 credits): An in-depth study of Old Testament themes with a view to their relevance for Christian theology, worship and ethics. These include God's self-revelation, creation, covenant/kingdom, fall, law, worship, prophecy, and hope. The course will include an introduction to proper exegetical, hermeneutical, and theological method.
BB 202 New Testament Theology (3 credits): An introduction to the major themes of New Testament theology and their specific relevance for Christian theology, worship, and ethics. These include the Kingdom of God, justification, sanctification, and Pauline theology.
BB 306 World Religions (3 credits): This class will offer a survey of contemporary world religions and will attempt to compare the world view of these religious systems with a biblical worldview. The goal is to equip each student to be able to converse with followers of these religions and to make clear comparisons between their beliefs and a biblical worldview.
BS 207 Business Leadership and Personal Success (3 credits): A development of the knowledge and skills enabling participants to do leadership writing, make convincing business presentations, experience successful people relationships, be proactive in results planning and actions, and live in a balanced work-family-home environment. Delivery of this course material is highly visual, utilizes multimedia, and is student participatory.
BS 208 A Random Walk through the Financial Maze (3 credits): This course is an overview of the rudimentary elements of financial, managerial, and cost accounting. It also covers the basics of corporate and personal finance with some emphasis on the ethics of financial management. Topics such as the double entry system, inventory management (LIFO, FIFO, etc.), analysis of financial statements, and personal and corporate money management among others will be discussed.
BS 231 Entrepreneurship and Small Business Management (3 credits): Introduces participants to a step-by-step process of starting a new venture. It examines the prerequisites for a successful small business,

the personality of the entrepreneur, the costs and benefits of owning a small business, forms of business, preparing a business plan, and sources of finance.

BS 500 GMAT Preparation (0 credits): This course is designed to prepare prospective MBA students for the Graduate Management Admission Test (GMAT). The course examines test design and content, including the required math, verbal, and writing skills needed for test success.

CS 305 Microsoft Excel Introductory Level (2 credits): Use of Excel to create basic spreadsheet applications containing formulas with absolute and relative cell addressing, built-in functions, charts, and drawing objects.

CS 306 Microsoft Excel Intermediate Level (3 credits): Use of Excel to create spreadsheet applications containing numerous advanced functions, multiple consolidated worksheets, and a variety of decision-making features. *Prerequisite: CS 305 Microsoft Excel Introductory Level, or equivalent.*

EN 251 The Christian World of C.S. Lewis (3 credits): A study of C. S. Lewis' important, imaginative, and analytical works reflecting his Christian worldview. As one of this century's most prolific and influential Christian writers, Lewis' work is a treasure trove for those seeking to learn how to think deeply about Christianity. His clear, lucid writing is especially helpful when he addresses complex issues, and his use of illustrations by way of analogy frequently sheds light on previously dark and thorny issues. Students will read and discuss his popular works focusing on his Christian worldview, write a series of short essays in which they engage Lewis' ideas and evaluate their merits, and work together to present a final group research project.

EN 252 Shakespeare for Managers: Models in Leadership (3 credits): This course is a study of leadership as reflected in the works of William Shakespeare. Emphasis will be on exploring various models of leadership as illustrated in several of Shakespeare's plays with an eye toward applying his insights to real-world environments.

FR 101 Elementary French (3 credits): This course is for those who have had less than two years of high school French. Emphasis is upon fundamentals of grammar, vocabulary, composition, pronunciation, and conversation.

HD 307 Leadership and Group Dynamics (3 credits): A study of leadership and group behavior as viewed through experiential group processes, individual interaction, and theory. Content includes the theory and practice of group dynamics and the fundamentals of effective leadership. Particular emphasis will be placed on working towards a general theory of leadership and discovering its applications in a group.

HS 112 History of the Western Intellectual Tradition from Leonardo to Hegel (3 credits): A study of the development of ideas from the Renaissance to the opening of the nineteenth century, this course is a history of the life of ideas, and, as such, it is an intellectual history covering a period of four centuries, during which the world transformed from medieval to modern. Special focus is given to invention; to inductive scientific method; to political, social and religious ideas; and to the ideas of a select few individuals who most contributed to this transformation of society into secularized states.

MS 203 Popular Music in the U.S. from 1850 to the Present (3 credits): From the music of Stephen Foster, and Civil War ballads and bands, to blues, bluegrass, jive and jazz. Wiley Hitchcock's classic text, *Music in the U.S.*, guides students as they study, listen and attend live performances, and hear guest lectures from folk and jazz artists and country-western songwriters from Nashville, Tennessee. The course addresses everything students may have always wanted to know about popular music in this country but were afraid to listen to.

MS 204 Red, Hot, and Blue—Seventy Years of American Musical Theater (3 credits): This course covers the history and development of American musical theater from 1927 through 1997 and also the creation and production of a musical. Scripts and scores, audio and video recordings, and when possible, live performances and/or rehearsals will supplement text materials.

PY 202 General Psychology (3 credits): A basic survey of the principles of the science of human behavior and their applications to life situations.

SP 101 Elementary Spanish (3 credits): This course is for those who have had less than two years of high school Spanish. Emphasis is on fundamentals of grammar, vocabulary, composition, pronunciation, and conversation.

BOARDS

2001-2002 BOARD OF TRUSTEES

Mrs. Cynthia F. Anderson ..... Winston-Salem, NC
Mr. E. Andy Andrews ..... Black Mountain, NC
Mrs. Sarah F. Belk ..... Charlotte, NC
Mr. Joseph R. Budd ..... Winston-Salem, NC
Mrs. Alexandra H. Davis ..... Raleigh, NC
Dr. William E. Dudley ..... Signal Mountain, TN
Dr. J. Howard Edington ..... Orlando, FL
Mrs. Rose Anne J. Gant ..... Burlington, NC
Mrs. Jane Austin C. Graham ..... Boone, NC
Mr. William B. Haynes ..... Aurora, IL
Mr. R. Hutchins Hodgson Jr. ..... Atlanta, GA
Mr. Rex V. Hoffman III ..... Swannanoa, NC
Mrs. Lucielle G. Hunter ..... Charlotte, NC
Rev. George B. Hutchins ..... Black Mountain, NC
Mrs. Addie Hymes ..... Winston-Salem, NC
Mr. Hugh M. Inman ..... Atlanta, GA
Mrs. Barbara D. Johnston ..... Knoxville, TN
Mrs. Helen L. Lancaster ..... Bellaire, TX
Dr. Matthew McGowan ..... Chestnut Mountain, GA
Mrs. Elizabeth Nisbet Miller ..... Charlotte, NC
Dr. Donald R. Mitchell ..... Charlotte, NC
Mr. William A. Mitchell Jr. ..... Atlanta, GA
Mrs. Elizabeth E. Morgan ..... Laurel Hill, NC
Mr. William S. Orser ..... Raleigh, NC
Mr. Nam Y. Park ..... Spring, TX
Rev. Norman Sanders Jr. ..... Asheville, NC
Mrs. Suzanne R. Sloan ..... Charlotte, NC
Mr. Mark F. Snoddy Jr. ..... Roswell, GA
Mrs. Lynne P. Veerman ..... Orlando, FL
Mr. Robert G. Watt ..... Atlanta, GA
Mrs. Cis Wilde ..... Houston, TX
Mr. Robert W. Wynne ..... Raleigh, NC
Mr. Charles M. Zeiser ..... Chattanooga, TN

TRUSTEES EMERITI

Mr. S. Elliot Belcher Jr. ..... Brent, AL
Mrs. Ruth B. Graham ..... Montreat, NC
Mr. R. F. McCoy ..... Laurinburg, NC
Mr. J. Alfred Miller ..... Asheville, NC
Mr. James L. Morgan ..... Laurel Hill, NC
Mr. C. Morris Newell ..... Charlotte, NC
Mr. D. Edward Renegar ..... Stuart, VA

2001-2002 BOARD OF VISITORS

Mr. and Mrs. John M. Akers ..... Gastonia, NC
Rev. and Mrs. W. Kirk Allen ..... Montreat, NC
Mr. and Mrs. Joseph Allred ..... Greensboro, NC
Dr. and Mrs. Joel L. Alvis Sr. ..... Montreat, NC
Mr. and Mrs. Kevin Auman ..... Black Mountain, NC
Mr. and Mrs. Lamar Bailes ..... Walhalla, SC
Mrs. Verna W. Bardill ..... Tallahassee, FL
Mr. and Mrs. Joel M. Barker ..... Montreat, NC
Mrs. W. C. Beaty ..... Seneca, SC
Mr. and Mrs. Victor Bowman ..... Hickory, NC
Mr. and Mrs. George Briggs ..... Arden, NC
Mr. and Mrs. Robert Brill ..... Palm City, FL
Dr. and Mrs. Nathan Burkhardt ..... Asheville, NC
Mrs. Katherine Currie Campbell ..... Montreat, NC
Mrs. R. LeRoy Campbell ..... Newton, NC
Mrs. Elizabeth H. Carpenter ..... Hendersonville, NC
Mrs. Diane Claybrook ..... Montreat, NC
Dr. and Mrs. Paul Crane ..... Black Mountain, NC
Rev. and Mrs. James Crook ..... Montreat, NC
Mr. and Mrs. George Culp ..... Concord, NC
Mrs. Price Daniel ..... Liberty, TX
Mr. and Mrs. John H. Dawson ..... Greensboro, NC
Mr. and Mrs. A. H. Deudney ..... Winston-Salem, NC
Mrs. Richard W. Dunn ..... Spartanburg, SC
Mr. and Mrs. Dean Dusthimer ..... Montreat, NC
Mr. and Mrs. James Field ..... Montreat, NC
Mr. and Mrs. Larry Fincher ..... Asheville, NC
Mr. and Mrs. Albert Fink ..... Swannanoa, NC

Mr. and Mrs. David K. Fort ..... Asheville, NC
Mr. and Mrs. Maynard Fountain ..... Montreat, NC
Ms. Jane Frist ..... Montreat, NC
Mrs. Nancy B. Garrison ..... Black Mountain, NC
Mr. and Mrs. Gary R. Hamrick ..... Black Mountain, NC
Ms. Mary W. Hartford ..... St. Simons Island, GA
Mr. and Mrs. William Hayes ..... Greer, SC
Dr. and Mrs. Robert Headley ..... Black Mountain, NC
Mr. Mark Thomas Higgins ..... Durham, NC
Dr. and Mrs. Colin M. Hudson ..... Asheville, NC
Mr. and Mrs. Lloyd O. Hughes ..... Greensboro, NC
Dr. Ben Hunter ..... Montreat, NC
Dr. David L. Hurt ..... Williamsburg, VA
Mr. and Mrs. Maury Hurt ..... Black Mountain, NC
Mr. and Mrs. William Jackson ..... Decatur, GA
Mr. and Mrs. George Klein ..... Winston-Salem, NC
Ms. Elizabeth Lancaster ..... Montreat, NC
Mr. and Mrs. Harry Layne ..... Salem, SC
Miss Mary E. Lucas ..... Staunton, VA
Mr. and Mrs. Jack Matney ..... Charlotte, NC
Miss Elizabeth H. Maxwell ..... Black Mountain, NC
Mr. and Mrs. Jack McCaskill ..... Montreat, NC
Ms. Shirley McIntosh ..... Black Mountain, NC
Mr. and Mrs. James A. McNair ..... Montreat, NC
Mr. and Mrs. Thomas W. Morgan ..... Apex, NC
Dr. and Mrs. Charles Nance ..... Wilmington, NC
Mrs. Marion Nebel ..... Charlotte, NC
Mr. and Mrs. Gene Nickel ..... Black Mountain, NC
Mr. and Mrs. Gene Nix ..... Mountain Rest, SC
Miss Mary R. O'Quinn ..... Gainesville, FL
Mr. and Mrs. Richard G. Orr ..... Winston-Salem, NC
Mr. and Mrs. J. W. Pamplin ..... Bartow, FL
Mr. James Perkinson ..... Danville, VA
Mr. and Mrs. Bill Paine ..... Jackson, MS
Mr. and Mrs. Steve M. Pharr ..... Mocksville, NC
Mr. and Mrs. Shane Pinkston ..... Martinsville, VA
Mr. and Mrs. Gordon Query ..... Columbia, SC
Miss Elsie M. Quick ..... Rocky Mount, NC
Mrs. C. T. Seitz ..... Gaffney, SC
Mr. and Mrs. Robert J. Shaw ..... Charlotte, NC
Mr. and Mrs. Oscar Shoenfelt Jr. ..... Montreat, NC
Dr. and Mrs. Dale Simmons ..... Mount Airy, NC

Mr. and Mrs.Frederick L. Smyre III ..... Gastonia, NC
Dr. and Mrs. David Starkey ..... Black Mountain, NC
Dr. and Mrs. Herbert Stoutenburg ..... Hickory, NC
Mr. and Mrs. Allen Thomas ..... Altamonte Springs, FL
Rev. and Mrs. Leslie Tucker ..... Montreat, NC
Mrs. James B. Webb ..... Clearwater, FL
Ms. Agnes Wiles ..... Columbia, SC
Mrs. Eugene G. Wilson ..... Winston-Salem, NC
Mr. and Mrs. Victor E. Woodman ..... Winter Park, FL
Ms. Elizabeth Woodward ..... Highlands, NC
Mr. and Mrs. James J. Wright III ..... Asheville, NC
Mr. and Mrs. Robert W. Wynne ..... Montreat, NC

ALUMNI ASSOCIATION OFFICERS

Alumni Director ..... Robert W. Graham '93, Black Mountain, NC
President ..... William B. Haynes '85, Greer, SC
Immediate Past President ..... Priscilla Maxwell '88, Cross Lanes, WV
Vice President ..... George Darden '65, Orangeburg, SC
Secretary ..... Joi A. Kelley '86, Skyland, NC
Faculty Representative ..... Darwin K. Glassford '78, Black Mountain, NC
Members-at-Large ..... Carol Davis '53, Black Mountain, NC
Patricia A. Broom '54, Mauldin, SC
Charles D. Wagley '63, Lawndale, NC
Steven R. Queen '71, Asheville, NC
Jill B. Sarver, Virginia Beach, VA
Michael T. Grove, Black Mountain, NC
David T. Kellam '95, Greenville, SC
Pam E. Cobaugh '74, Asheville, NC
SPAS Members-at-Large ..... William B. Caudle '97, Harrisburg, NC
Linda E. Matney '98, Charlotte, NC

ADMINISTRATION AND FACULTY

2001-2002 ADMINISTRATIVE OFFICERS

President ..... William W. Hurt, B.S., M.E.
Vice President and
Dean of Academics ..... Beth M. Doriani, B.A., M.A., Ph.D.
Vice President for Advancement
and Strategic Planning ..... M. Jac Whatley, B.A., J.D.
Vice President for Finance and
Information Technology ... Dirk E. Wilmoth, B.A., M.P.A., M.S., Ph.D.
Dean of Students ..... Charles A. Lance, A.S., B.S., M.A. Ed.
Dean of Admissions and Financial Aid ..... Lisa H. Lankford, B.S.
Chaplain ..... William V. Cain, B.S., M.Div, D.Min.
Athletic Director ..... John J. Sullivan, B.A., M.A.

ADMINISTRATIVE AND SUPPORT STAFF

Scott Adams ..... Director of Safety and Security
Hicks Anderson ..... Assistant Controller/Library of Congress Project
Rob Anderson ..... Director of Student Success
Tiffany Drummond Armstrong ..... Admissions Counselor
Janice Banks ..... Office Assistant/Library of Congress Project
Brian Bartlett ..... Network Technician
Mike Belton ..... Program Representative/SPAS
Jonathan Bennett ..... Howerton Resident Director/
Director of Leadership Development
Pam Betker ..... Registrar
Keith Blankenship ..... Director of PLA/SPAS
Leander Blevins ..... Campus Police
Beth Braboy ..... Project Manager/Library of Congress
Connie Bouldin ..... Health Service Nurse
Knox Bridges ..... Charlotte Regional Advancement
Toby Brooks ..... Volleyball/Softball Coach
Laura Brown ..... Associate Director of Student Services/SPAS
Judith Bugniazet ..... Associate Library Director
Darin Chaplain ..... Baseball Coach
Erik Chuprevich ..... Library Information Technology Coordinator/SPAS
Mae Clements ..... Administrative Assistant/Business Office
Mindy Clinard ..... Director of College Communications
Billy Conley ..... JV Baseball Coach/Assistant Baseball Coach
Tajia Corl ..... Accounting/SPAS
Anita Darby ..... Director of Admissions

Christopher Doriani ..... College Counselor
Priscilla Dreisbach . Administrative Assistant/Dean of Adult Education/SPAS
Phoebe Duncan ..... Advancement Records
Barbara Dunn ..... Program Representative/SPAS
Alan Edwards ..... Facilities Engineer
Brenda Elliott ..... Accounts Payable
Sharon Forstchen ..... Switchboard
Monty Fountain ..... Coordinator Computer Services/SPAS
Adrienne Franklin ..... Admissions Office Manager
C. Duane Gardner ..... Director of Institutional Research
Bob Graham ..... Advancement Associate/Alumni Affairs
Kelly Hamlin ..... Assistant to the Registrar/SPAS
Kathy Haney ..... Marketing Support/SPAS
Linda Harrison ..... Housekeeping Supervisor
Jamie Havrilla ..... Assistant to the Registrar
Dan Hensley ..... Maintenance Supervisor
Joey Higgins ..... Associate Director of Admissions
Jim Higley ..... Sports Information Director/Tennis Coach
Lynn Holman ..... Library Services Manager
Barbara Keepers ..... Marketing Support/SPAS
Betty Lachowski ..... Administrative Assistant to the Academic Dean
Roderick Lorenzen ..... Coordinator of Charlotte Campus/SPAS
Martha Maude Martin ..... Library Circulation Assistant
Myrtle Martin ..... Financial Aid Counselor/SPAS
Tom McMurtry ..... Director of Campus Wide Technology
Jane Milam ..... Administrative Support/SPAS
Alex Miller ..... Senior Advancement Associate
Glenda Morrow ..... Coordinator of Financial Aid
Anita Nanney ..... Assistant Business Manager
Mark Neil ..... Director of Auxiliary Services
Bob Neil ..... Director of Special Programs
Wanda Olsen ..... Director of Financial Aid
Sandra Owen ..... Administrative Assistant/Student Services
Anne Ownbey ..... Administrative Assistant/President
Tom Oxenreider .. Assistant Dean of Residence Life/Career Development
Margo Payne ..... Coordinator of Enrollment/SPAS
Teresa Price ..... Director of Conference Relations
Terry Ratcliff ..... Director of Enrollment/SPAS
Lauren Rayment ..... Coordinator of PLUS Program/SPAS
Alicia Roberts ..... Accounting/SPAS
Carolyn Sanders ..... Coordinator of Faculty Services/SPAS
Debbie Sanders ..... Financial Aid Secretary
Evie Schmiedeke ..... Marketing Coordinator/SPAS
Matthew Schnieder ..... Admissions Counselor
Jeff Sheets ..... Davis Resident Director/Director of Student Activities
Cyndy Smell ..... Administrative Assistant/Library of Congress Project

Alan Spencer ..... Marketing Manager/SPAS
Palin Spruance ..... Controller
Linda Stine ..... Student Accounts Receivable
Brent Stirewalt ..... Division Accountant/SPAS
Kathryn Sundahl ..... Computer Technology
Tracey Swann ..... Campus Police
Don Talley ..... Library Media Assistant
Karen Taylor ..... Financial Aid Assistant
Drake Thomas ..... Assistant Project Manager/Library of Congress Project
Linda Thompson ..... Health Service Nurse
Wendy Trivette ..... Educational Technology Advisor
Chanté Vaughn ..... Assistant/Director of College Communications
Dottie Warren ..... Coordinator of Program Services/SPAS
Mandy White ..... McGregor Resident Director
Kathleen Wince ..... Anderson Resident Director/Career Counselor
Deborah Wright ..... Director of Charlotte Campus/SPAS
Julie Young ..... Program Representative/SPAS

2001-2002 SCHOOL OF PROFESSIONAL AND ADULT STUDIES FACULTY

Abbott, Patricia, Junior Faculty of Business/Communication. B.S., M.A., M.B.A., Western Michigan University.

Anderson, Hicks, Senior Faculty of Business. B.B.A., M.B.A., University of Mississippi; C.P.A.

Barkley, Jeff, Junior Faculty of Business. B.S., Appalachian State University; M.B.A., Montreat College.

Barron, Sue Wright, Senior Faculty of English/Communication. B.A., Mars Hill College; M.A., Western Carolina University.

Beymer, Mark, Associate Professor of Business. M.A., Warner Pacific College; M.P.A., Ph.D., Portland State University.

Boggs, Brady, Lead Faculty of Business. B.S., Georgia Institute of Technology; M.S., M.B.A., Florida State University.

Bosco, Dean, Junior Faculty of Business. B.S., Western Carolina University; M.B.A., Palm Beach Atlanta College.

Britton, Dale, Junior Faculty of English. B.A., University of Tennessee; M.A., University of Pittsburg.

Brown, Laura, Junior Faculty of Business. B.A., Southeastern College of the Assemblies of God; M.A., Assemblies of God Theological Seminary.

Busby, Walter, Lead Faculty of Business Law. B.S., J.D., Louisiana State University.

Carlin, Evelyn, Junior Faculty of Business Law. B.A., St. Clairs College; M.S., Marist College; J.D. Hofstra University School of Law.

Cellamare, Alan, Lead Faculty of Business. B.A., University of South Florida; M.B.A., Seattle University; M.Div., Western Seminary; Th.M. Gordon-Conwell Theological Seminary.

Changery, Loretta, Lead Faculty of Business. B.S., B.A., Western Carolina University; Ed.D., Columbia University; M.B.A., Columbia University.

Chesson, Kristen, Lead Faculty of Mathematics. B.S., Appalachian University; M.A., Appalachian State University.

Chuprevich, Robert, Lead Faculty of Business. B.S., B.A., Bryant College; M.S. Western Carolina University; D.Min., Erskine Theological Seminary.

Clark, David, Junior Faculty of Science. B.S., Illinois State University; M.S., Illinois Wesleyan University; Ph.D., Illinois State University.

Coad, Jac, Lead Faculty of Bible. B.A., Calvin College; M. Div., D.Min., Reformed Theological Seminary.

Copeland, Ben, Junior Faculty of Business. B.A., M.B.A., Montreat College.

Corbitt, Christopher, Junior Faculty of Science. B.S., North Carolina State University; M.S., East Carolina University.

Corbitt, Lisa, Junior Faculty of Science. B.A. University of North Carolina at Wilmington; M.S., East Carolina University.

Craft, David, Junior Faculty of Business Law. B.A., University of North

Carolina at Chapel Hill; J.D., Campbell University School of Law.

Crawford, Graham, Junior Faculty of Bible. B.D., University of Edinburgh; M.S.T., Union Theological Seminary; University of Wales College of Swansea.

Culbreth, Rodney, Junior Faculty of Business. B.A., M.B.A, Montreat College.

Curtis, Linda, Junior Faculty of Psychology. B.S., Bolling Green State University; M.A., Colorado Christian University.

Davis, Gary, Lead Faculty of Business. B.S., M.S., Western Carolina University.

Dellinger, Cheryl, Junior Faculty of Business. B.S., Appalachian State University; M.S., Western Carolina University.

Dirks, Mark, Junior Faculty of Business. B.A., Taylor University; M.A., University of Denver.

Elmimian, Jonathan, Junior Faculty of Business. B.S., University of Houston; M.B.A., Ed.D., Atlanta University; D.B.A., United States International University.

Elniff, Terry, Junior Faculty of Business. B.S., John Brown University; M.B.A., Western Carolina University.

Fapetu, Abiola, Associate Professor of Business. M.B.A., D.B.A., United States International University; Higher National Certificate, North London University.

Foster, Teresa, Junior Faculty of Business. B.A., M.A., Siena Heights College; M.S., Western Carolina University.

Frazier, Jane, Senior Faculty of Bible. B.A., Agnes Scott University; M.Div., Gordon-Conwell Theological Seminary.

Goode, Michael, Junior Faculty of Business/Communication. B.A, University of North Carolina; M.A., University of Maryland.

Gorman, Kevin, Associate Professor of Business. B.S., University of Massachusetts; M.B.A., California State University; Ph.D., Texas A & M University.

Grass, Paul R., Junior Faculty of History. B.A., University of Mississippi; M.A., University of Alabama.

Gray, Richardson, Junior Faculty of English. B.A., Malone College; M.A., Ph.D., Ohio University.

Hall, Robert, Lead Faculty of History. B.A., Greenville College; M.A., University of North Carolina at Charlotte; M.Ed., Florida-Atlantic University.

Hardin, Sarah, Junior Faculty of Business. B.S., M.S., University of Tennessee.

Harper, Karen, Junior Faculty of Business. B.S., University of North Carolina at Charlotte.

Hersey, Barbara, Junior Faculty of History. B.A.; M.A., Wake Forest University.

Hines, Eugene, Junior Faculty of Business Law. B.A., University of North Carolina; M.Div., Southern Baptist Theological Seminary; J.D., Capital University.

Hines, Wilbur, Senior Faculty of Math. B.S., Morris College; M.Ed., University of South Carolina.

Howard, Jack, Lead Faculty of Business. B.S., King College; M.B.A., Queens College.

Howell, Timothy, Lead Faculty of Bible. B.A., Tennessee Temple University; M.Div., Temple Theological Seminary.

Humphries, Scott, Junior Faculty of Business. B.S., North Carolina State University; M.B.A., George Washington University.

Humphrey, John, Junior Faculty of Business. B.S., North Carolina State University; M.A., University of North Carolina at Chapel Hill; Ed.D., East Tennessee State University .

Jennings, Catherine, Lead Faculty of Business. B.A., University of North Carolina at Asheville; M.A., Appalachian State University.

Johnson, David, Junior Faculty of History. B.S., Southwestern College of the Bible; M.Ed., Hardin-Simmons University.

Johnson, Molly, Junior Faculty of Arts. B.M., Oklahoma City University; M.M., D.M.A., Louisiana State University.

Jones, James, Lead Faculty of Business. B.S., University of Georgia; M.S., Southern Methodist University.

Jones, June, Junior Faculty of Business. B.S., Gardner-Webb College; M.A., Winthrop University.

King, Starr R., Junior Faculty of Business. B.S., The American University; M.B.A., Embry-Riddle University; M.S., Winthrop University.

Kiser, Margie, Lead Faculty of English/Communication. B.A., University of North Carolina at Asheville; M.A., Western Carolina University.

Klipowicz, Steven, Junior Faculty of Business and Bible. M.Div., Trinity Evangelical Divinity School; Ed.D., University of Illinois.

Konarski-Fusetti, Monica, Master Faculty of English/Communication. B.A., M.A., East Carolina University.

Laxton, Bill, Lead Faculty of Bible. B.A., Belhaven College; M.Div., D.Min., Reformed Theological Seminary.

Leagan, Richard, Lead Faculty of Communication. B.A., M.A., University of Maryland; Ph.D., Ohio State University.

Lewandowski, Tom, Lead Faculty of Business Law. B.A., Wolford College; J.D., University of South Carolina.

Lovejoy, Owen, Junior Faculty of Bible. B.A., Mars Hill College; M.Div., Asbury Theological Seminary.

Mathis, Ted, Lead Faculty of Psychology. B.A., Mars Hill College; M.A., Appalachian State University.

Mazzatenta, Ernie, Senior Faculty of Communication. B.A. Kent State University; M.S., Northwestern University; Ph.D., University of Michigan.

McArthur, Karen Crupi, Junior Faculty of Arts. B.A., Centre College; M.A., University of South Carolina.

McDanel, Pete, Lead Faculty of Business. B.S., Duquesne University; M.S., University of West Florida.

McKnight, Terri, Junior Faculty of Mathematics. B.S., Appalachian State University.

Mercer, Wendy, Junior Faculty of Business. B.S./B.A., Western Carolina University; M.B.A., Fayetteville State University.

Mitchell, Grace, Junior Faculty of Spanish and English. B.A., Transylvania University; M.A., University of North Carolina; Ph.D., University of Kentucky.

Mosely, Jackie, Junior Faculty of Business. B.S., M.B.A., Winthrop University.

Motley, Mary, Junior Faculty of History. B.S., Presbyterian University; M.A., University of North Carolina-Wilmington; M.Ed., University of South Carolina.

Murray, Peter, Lead Faculty of Business. B.A., University of Notre Dame; M.B.A., University of Pennsylvania.

Negron, Charles, Junior Faculty of Business. B.A., University of Puerto Rico; M.B.A., Houston Baptist University.

Neil, Robert, Junior Faculty of Business. B.A., University of South Florida; M.B.A., Winthrop College.

Noonan, Thomas, Lead Faculty of Science. B.S., Ph.D., California Institute of Technology.

Oakes, John, Master Faculty of Business. B.S., M.B.A., Western Carolina University.

Ogirri, Dennis, Lead Faculty of Business. B.S., University of Ibadan; M.U.R.P., University of Pittsburgh; Ph.D., West Virginia University .

Owolabi, Isaac, Associate Professor of Business. B.S., MS., University of Wisconsin; Ph.D., University of Minnesota.

Oxenreider, Thomas, Lead Faculty of Business. B.A., University of Pittsburgh; M.B.A., Wheeling Jesuit University.

Pabor, Dennis, Junior Faculty of Mathematics. B.S., New York State University College; M.Ed., New York State University College; Ed.D., Syracuse University.

Palmer, Cecil "Zeb," Senior Faculty of Science. B.S., St. Lawrence University; M.A., University of Georgia.

Pell, Bobbie, Junior Faculty of English/Communication. B.S., Western Carolina University; M.S., University of North Carolina at Greensboro.

Piazza, Richard, Senior Faculty of Business. B.S., University of Georgia; Ph.D., Georgia State University.

Pike, Robert, Junior Faculty of Business. B.S./B.A., University of Florida; M.B.A., Florida International University.

Priddy, Carroll Sue, Junior Faculty of Business. B.A., Mars Hill College; M.S., Western Carolina University.

Ratcliff, Terry, Junior Faculty of Business. B.S., University of Idaho; M.Ed., Arizona State University; Ed.D., University of California at Berkeley.

Rajagopal, Sanjay, Lead Faculty of Business. B.A., University of Delhi; M.A., Jawaharlal Nehru University; M.B.A., Western Carolina University; D.B.A., Mississippi State University.

Ramsey, David, Master Faculty of History and Business. B.S., University of South Carolina; M.S., Ed.S., Appalachian State University; Ed.D, East Tennessee State University.

Reed, William, Junior Faculty of Business Law. B.A., State University of New York-Oswego; M.A., The American University; J.D., Washington College of Law.

Rinker, Cameron, Master Faculty of Business. B.B.A., Roanoke College; M.I.B.S., University of South Carolina at Columbia.

Robinson, Spencer, Senior Faculty of Business. B.A., Jacksonville University; B.S., Georgia Institute of Technology; M.S., University of Alabama at Birmingham.

Russell, Donald, Senior Faculty of Mathematics. B.S., M.S., Ph.D., Clemson University.

Sackey, Fred, Junior Faculty of Business Law. B.B.A., M.B.A., Montreat College.

Sanderson, Robert, Senior Faculty of Business. B.S., M.S., Eastern Illinois University.

Sheets, Don, Junior Faculty of Science. B.S., North Carolina State University; B.A., M.S., Central Michigan University; Ph.D., La Salle University.

Sherrill, Debra, Lead Faculty of Business. B.A., University of North Carolina at Charlotte; M.B.A., Wingate University.

Simmons, J. B., Lead Faculty of Bible. B.S., Toccoa Falls College; M.A., Columbia International University; D.Min., Southern Baptist Theological Seminary.

Small, Anita "Cathy," Lead Faculty of Arts. B.S., M.M., University of Kentucky.

Smarjesse, Vincent, Junior Faculty of Business. B.S., U.S. Naval Academy-Annapolis; M.A., Univeristy of Pennsylvania.

Spainhour, Cheryl, Junior Faculty of English/Communication. B.A., University of Georgia; M.A., Wake Forest University.

Spruance, Palin, Junior Faculty of History and Business. B.A., Swarthmore College; B.S., University of North Carolina at Asheville; M.A., University of Delaware.

Stackhouse, Stefan, Junior Faculty of Business. B.A., M.B.A., Indiana University; M.L.S., University of Pittsburgh.

Sullivan, Barry, Junior Faculty of Bible. B.A., High Point College; M.Div., Emory University.

Thrift, Steven, Junior Faculty of Business. B.S., Georgia State University; M.B.A., Auburn University.

Van Brocklin, Marlene, Lead Faculty of Bible. B.A., Whitworth College; M.A., Fuller Theological Seminary.

Wagstaff, Robert, Junior Faculty of Business. B.S., M.S., North Carolina State University.

Whitaker, Bill, Junior Faculty of Business. B.S., Limestone College; M.Ed., Ph.D., University of South Carolina.

Williams, Willlie, Junior Faculty of Business. B.S., Longwood College; M.B.A., Belmont Addey College.

Wisseth, Ruth Mathis, Lead Faculty of History. B.A., University of Liberia; M.S., Queens College.

Wright, Deborah, Senior Faculty of Business. B.F.A., California Institute of the Arts; M.B.A., University of Phoenix.

Wynn, Jim, Junior Faculty of Business. B.S., Georgia Institute of Technology; M.B.A., University of New Mexico.

Young, Julie Overby, Junior Faculty of English/Communication. B.A., M.A., University of Southern Mississippi.

INDEX

Academic calendar 35
Academic integrity policy 51
Academic policies 43
Academic probation 53
Academic programs 34
Academic progress policy 53
Address ..... inside back cover
Address change 30
Accreditation 3
Administration and support staff 95
Admissions requirements 10-12
Adult education 8
Advanced placement program 14
Advising 43
Alumni Association officers 94
Application 10
Articulation agreements 19
Assignment format and standards 53
Associate in Science degree 11, 35
Attendance 46, 54

Bachelor of Business Administration degree 11, 36
Board of Trustees 91
Board of Visitors 92

Campus locations 6
Career portfolio credit 17
Classification of students 48
Class representative duties 56
CLEP/DANTES credit 14
Competency requirements 39
Computer requirement 53
Correspondence courses 14

Course descriptions 80
Associate in Science 80
Bachelor of Business Administration 83
Master of Business Administration 85
PLUS courses 88

Dean's list 49
Degree programs 34
Degree requirements 38
Distinguished scholars 49
Dual enrollment 44

Educational objectives 4
Evaluation of program 59

Faculty 97
Financial aid 23
Financial information 20

Grade point average 48
Grade reports 50
Grading system 47
Graduation information 57
Graduation requirements 38, 41, 42
Grants 26
Grievances (academic) 58
Grievances (nonacademic) 31
History of the college 5
Honors 49
Incomplete grades 47
Inclement weather 31
Journals (academic) for BBA 58
Leave of absence 27
Library facilities 60
Loans 26

Master of Business Administration degree 12, 36
Military credit 18
Mission of the college 3

PLUS program 22, 36, 44
Prior Learning Assessment (PLA) 16, 22

Readmission of former students 51
Refund policy 24
Registration 44
Rights reserved by college 43

Satisfactory academic progress 28, 53
Scholarship awards 49
Sexual harrassment policy 30
Smoking policy 31
Study groups 54

Technology services 62
Textbooks and course materials 46
Transcripts 50
Transfer credit/requirements 13
Tuition and fees 20

Veterans benefits 27

Withdrawal from course 45
Withdrawal from program 50
World Wide Web address ..... inside back cover
Writing Center 33

MONTREAT COLLEGE DIRECTORY

School of Professional and Adult Studies
Admissions—Asheville 828-667-5044
800-806-2777
Fax 828-667-9097

School of Professional and Adult Studies
Admissions—Charlotte 800-436-2777
704-357-3390
Fax 704-357-0176

Montreat College Main Campus 828-669-8012
Academic Records, Transcripts,
Registration . . . . . Registrar's Office, ext. 3733
Advancement . . . . . Advancement Office, ext. 3709
Alumni Information . . . . . Alumni Affairs Office, ext. 3703
Career Counseling . . . . . Career Development, ext. 3635
Public Information, Media Relations . . Public Information Office, ext. 3708

Cost, Tuition, Payments, Student Accounts 704-357-3390
800-436-2777
Financial Aid, Loans, Scholarships . . . . . 828-669-8012, ext. 3790
800-545-4656
Fax 828-669-0120

Graduate Programs (SPAS) Admissions 800-436-2777

Library . . . . . 828-669-8012, ext. 3507
800-690-7727

School of Professional and Adult Studies
Montreat College
318 Ridgefield Court
Asheville, NC 28806

School of Professional and Adult Studies
Montreat College
4135 South Stream Blvd., Suite 200
Charlotte, NC 28217

Montreat College
310 Gaither Circle
Montreat NC 28757

www.montreat.edu